

ASIAN HEALTH SERVICES

“To serve and advocate for the Asian community by ensuring access to health care services regardless of income, insurance status, immigration status, language or culture.”

AHS – Mission Statement

JOB POSTINGS

FOR THE WEEK OF

December 8th, 2008

Each job listing is a summary of the job description.
For a complete job description of each position, please contact HR.

Resumes can be mailed, faxed or e-mailed to:

Asian Health Services
818 Webster Street
Oakland CA 94607
Attn: Human Resources
Fax: 510 - 986 - 6895
E-mail: hr@ahschc.org

Application forms are available at the above location
or at our satellite clinic, AMSHO: 275 - 14th Street, Oakland CA 94612
Or download here:

[AHS Application for Employment](#) in PDF Format (requires [Adobe Acrobat Reader](#))

*For further information, please call # 510 - 986 - 6830
This job listing can also be viewed on the Internet at www.ahschc.org*

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| Position/Component | Description | Hrs/wk | FTE |
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| <p>Development Director, Individual Giving and Events</p> <p style="text-align: right;">11/17/08</p> | <p>Provides leadership and vision to the agency’s individual donor, corporate, and planned giving programs; as well as to fundraising events. Responsible for projecting and establishing annual income goals; creating, implementing, and evaluating agency-wide strategy to attain these goals from individual donor, corporate solicitation, annual, capital, and planned giving programs; in-charge of public relations and major agency events. Work as team leader with the Board, the CEO, and senior staff to cultivate prospective donors and to solicit major gifts. Other duties include mentoring and supervising support staff and volunteers of the development department.</p> <p>Requirement: BA/BS and 5 or more years of successful work in donor development and at least 3 years of paid senior management work experience in a mid-size or greater nonprofit company. This position is exempt and reports to the Chief Executive Officer.</p> <p>Annual Salary: Negotiable plus great benefits including vacation, sick, holiday pay; company-paid medical, dental, life, and long-term disability insurance; 403b retirement package that includes employer contribution and match; transportation and staff development benefit.</p> | 37.5 | 1.0 |
| <p>Dental Patient Services Rep – Dental Clinic</p> <p style="text-align: right;">10/27/08</p> | <p>Front desk duties that includes providing reception in-person & telephone services and patient registration & processing. Must be knowledgeable and have hands-on experience with DENTRIX system. Require bilingual or multilingual skill in English and Chinese, Mandarin, and Vietnamese, preferably all three. Courteous, good team-player, excellent customer service ability, and competent in the use of computer.</p> <p>Starting Annual Salary: \$30,671 plus great benefits</p> | 37.5 | 1.0 |
| <p>Pediatric Dentist P/T – Dental Clinic</p> | <p>To provide pediatric dentistry treatment and care including preventive and restorative services, oral hygiene and care instructions to patients, referrals, and other duties as required. CA license, DEA, oral conscious sedation certification and other certifications are required; minimum one year professional experience; fluent in English and any Asian language preferred. Knowledgeable with computer use. Some flexibility may be required.</p> <p>Salary Range: Negotiable based on qualification & experience; no fringe benefits</p> | Open | Open |

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| <p>Medical Records Tech - Support Services Dept.</p> <p>08/04/08</p> | <p>Primary duties involve performing tasks in the Medical Records department such as retrieving, filing and maintaining patient charts in good order and providing them on a timely basis to the medical staff in various locations. Secondly, this position provides medical interpretation work in Cambodian language to patients as well as for various medical personnel. Must have excellent work habit, organized, pays strong attention to details and accurate. Work is fast-paced, continuous, and must meet deadlines. Occasionally, staff may be asked to provide back-up language interpretation service to physicians and other medical staff. Require some clinic or hospital training and work experience. Must be mature, very fluent in English and Cambodian language, practice excellent patient etiquette and have good people skills. Must be at least a high school graduate.</p> <p>Starting Salary: \$30,671 plus excellent benefits</p> | 37.5 | 1.0 |
| <p>On-Call Triage Registered Nurse – Nursing Dept.</p> | <p>To perform nursing assessment and patient triage which includes prioritizing cases, providing medical advice, making complex referrals, providing test results and problem-solving complex cases by handling patient telephone inquiries and walk-ins requesting care. May be assigned other duties including professional nursing care for patients with appointments, fulfilling nurse visits, participating in nursing care planning and evaluation and reviewing treatment plan; giving assistance to other licensed and unlicensed clinic and nursing staff. Saturday clinic coverage on a rotating basis required.</p> <p>Requirement: California license and at least one year professional triage nursing experience in a clinic or hospital. Fluent in English and Cantonese or Mandarin or any Asian language.</p> <p>Starting Hourly Salary: Negotiable depending on experience. Fringe benefits not applicable</p> | Open | Open |
| <p>Behavioral Health Services Provider (LCSW)</p> | <p>Under the general direction of the Behavioral Health Services Manager, this position is responsible for performing mental health treatment services, psychotherapy, crisis intervention, counseling, referral, and follow-up services, and coordinating patient care and case management with various clinical staff. Require valid California LCSW or Clinical Psychology, minimum 2 years clinical experience with crisis & long-term psychotherapy experience; fluent in English and Cantonese; knowledge of other Asian languages ideal. Must be knowledgeable of the Asian community and familiar with local resources for health and social services. Show willingness to work in a collaborative way within the behavioral health department as well as with other clinical or department staff. Apply immediately.</p> <p>Competitive Salary plus generous benefits including vacation, sick, holiday pay; medical and dental insurance, life & long-term disability insurance; transportation, 403(b) retirement with employer contribution, and continuing education benefit.</p> | 37.5 | 1.0 |

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| <p>On-Call Language Interpreter – Language and Cultural Access Program</p> | <p>Immediately Available: position is an hourly on-call position and has flexible work schedule. Provide interpreting services for limited English speaking patients at their medical visits at health care facilities in Alameda County. We are looking for qualified candidates that speak Spanish, Korean, Vietnamese, Farsi, Arabic, Lao, and Mien fluently. Some clinic or hospital work experience and training highly preferred. Must be mature and professional, fluent in English and target language and have strong people skills. Must be at least high school graduate. Will need to complete the LCAP Connecting Worlds’ Medical Interpreting Training and pass written knowledge test and oral medical terminology and interpreting skills test.</p> <p>Hourly Wages: \$18.75</p> | <p>On-Call</p> | <p>Flexible</p> |
| <p>On-Call Cantonese Language Interpreter – Language and Cultural Access Program</p> | <p>Immediately Available: position is an hourly on-call position and has flexible work schedule. Provide Cantonese-English interpreting services for limited English speaking patients at their medical visits at health care facilities in Alameda County. Some clinic or hospital work experience and training highly preferred. Must be mature and professional, fluent in English and Cantonese and have strong people skills. Must be at least high school graduate. Will need to complete the LCAP Connecting Worlds’ Medical Interpreting Training and pass written knowledge test and oral medical terminology and interpreting skills test.</p> <p>Hourly Wages: \$18.75</p> | <p>On-Call</p> | <p>Flexible</p> |

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| <p>On-Call Licensed Vocational Nurse – (LVN) – Nursing Unit</p> | <p>Perform nursing duties under the supervision of the registered nurse. Take and record vital signs, recognize variances from normal and take appropriate action. Maintain inventory and ordering of supplies; keep exam room and nursing area well stocked. Able to perform venipuncture and skin punctures for the purpose of lab tests. Perform basic in-house lab tests, obtain/process other specimens for outside laboratory. Perform EKG, spirometry, audiometry, Snellen, and other tests. Give IM, ID, SUQ, PO, and nebulized medications as ordered by the clinicians. Perform non-complicated nurse visits by using SOAP format under the supervision of the Registered Nurse. Identify patient health education needs and participate in patient education. Review patient's conditions with clinician/RN as needed. Assist in medical procedures as needed. Sterilization, injection control, cleaning medical instruments/equipments, and cleaning of clinic areas. Insure patient's rights to privacy, safety, and confidentiality. Obtain continuing education credits and participate in goal setting, with guidance from the direct supervisor. Perform QA audits assigned by the Registered Nurse and identify patient care issues. Assist translation and some clerical work as needed. Qualifications: Current California LVN license, current CPR certification, experience working in a health care setting. Bilingual/bicultural in an Asian language. Saturday clinic coverage on a rotating basis required.</p> <p>Salary is negotiable</p> | <p>Part-time/ Full-time</p> | <p>Flexible</p> |
| <p>Physician, Family Practice or Internist – Medical Provider Dept.</p> | <p>For ongoing primary care to patients of AHS, and medical consultations as requested by colleagues, other staff, and students. Duties include provision of medical services to a full range of patients of all ages, urgent care services in the clinic and at affiliated sites. Collaborative practices with nurse practitioners and/or physician assistants, supervision of medical students and residents. Assist with triaging phone calls and drop-in visits. Participate in 24-hour on-call and hospitalization responsibilities. Minimum qualification: M.D. degree; current medical license from the California Medical Board in Family Practice or Internal Medicine; Drug Enforcement Administration license; training or experience in primary care, community medicine, urgent care, and working within a multi-disciplinary setting. Bilingual/bicultural in an Asian language desirable. Hours M-F plus Saturday rotation.</p> <p>Excellent compensation package plus fringe benefits and CME</p> | <p>37.5</p> | <p>1.0</p> |
| <p>On-Call or Temporary Medical Records Clerk/Tech – Support Services Department</p> | <p>To file and retrieve patient charts and perform related clerical duties such as language interpretation assistance if qualified. Require familiarity with clinic services. Must have good attitude and work well with others. Ability to speak any Asian language helpful but not required.</p> <p>Starting Hourly Salary: \$12.45 for Clerk; \$15.00 for Tech</p> | <p>Max 37.5</p> | <p>Flexible</p> |

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| <p>On-Call Dental Assistant (DA) or Registered Dental Assistant (RDA) – Dental Clinic</p> | <p>Performs all duties of a dental assistant including chairside assistance during a variety of treatment procedures; perform all duties and functions as allowed in the state of California. Require California license; Minimum one year paid professional work experience; Current coronal polishing certificate; Valid x-ray certificate, passage of radiation health and safety examination, infection control examination, valid CPR card, and other required certification. Fluent in English and an Asian language preferably Cantonese, Mandarin, and Vietnamese.</p> <p>Apply immediately.</p> <p>Hourly Rate: DA \$16.47; RDA \$21.69; no fringe benefits.</p> | <p>Open</p> | <p>Open</p> |
| <p>Patient Services Representative (PSR)– Support Services Department</p> | <p>Under supervision from the Support Services Manager, the PSRs provide clerical support at the front desk area to check-in patients and answer in-coming calls. PSRs provide back-up support to other support services staff including providing translation services when needed and if appropriate. PSRs are cross-trained to perform all the various duties at the front desk area. The assignment of tasks and the percentage of time spent in each work area are determined by the supervisor and may vary by employee. This can change over time as work demands change. Must be at least high school graduate, some experience in similar work related to patient services or front desk services involving complex verification of insurance or other information and collection of fees and multiple paperwork. Strong language skill in English and Cantonese required; additional language like Vietnamese and any other Asian language would be ideal. Must practice excellent customer service etiquette and be friendly. Work is fast-paced and busy most of the time.</p> <p>Starting Salary: \$30,671.95 yearly plus full benefits</p> | <p>37.5</p> | <p>1.0</p> |

Asian Health Services

Asian Health Services (AHS) is a comprehensive community health center that provides medical, dental care, health education, insurance counseling, and client advocacy to the underserved Asian/Pacific Islander (API) population in Alameda County. Serving the community since 1974, AHS now provides about 91,000 medical and dental visits to over 18,000 patients annually. Bilingual in nine languages, our staff of over 170 includes 30 providers and 8 nurses. In addition, AHS is home to the Language and Cultural Access Program (LCAP), a medical interpretation and translation service, and the Korean Women’s Cancer Project, a community-based research project. The AHS budget for 2007-2008 is around \$18 million.

At Asian Health Services, we recognize your successful efforts with competitive salaries, based on qualifications. In addition, we offer comprehensive benefits for all regular employees, working at least 20 hours a week.

There are several projects underway in Alameda County to extend health insurance coverage to currently uninsured communities. The partners in these collaborative efforts include the Asian Health Services, La Clinica de la Raza, Alameda Alliance for Health, The Alameda County Medical Center, the Alameda County Health Care Services Agency and the Alameda Health Consortium/Community Health Center Network.

Key Project Elements, Outcomes and Products

- X Immigrant communities will be educated and informed about insurance and health coverage
- X Expanded eligibility for immigrants to existing health coverage programs
- X Alternative models of financing affordable, quality health coverage
- X Documented strategies for outreach and health coverage enrollment in immigrant communities
- X Data and in-depth information about uninsured immigrants