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ADMINISTRATION

R2740-16 Application Systems Analyst II (IT dept.)
The Application Systems Analyst II designs, develops, tests, and supports enterprise & departmental applications, databases, web sites, mobile apps, and other systems components (either purchased or custom built) used by Joslin.
To achieve these responsibilities, you would collaborate extensively with other technical development team members, end users & end user administrators, technical operations, external vendors, and others.
Qualifications:
- Bachelor’s Degree in Computer Science or Mathematics, or equivalent experience
- Minimum three years of programming and/or application development experience
- Experience implementing and enhancing commercial Clinical Electronic Medical Records and Practice Management Systems, such as NextGen (preferred), Cerner, or Epic
- Experience with general-purpose programming languages, technologies, and tools such as MS .NET, MS SQL Server, SharePoint 2013, Visual Studio, Javascript, HTML5, REST, XML, JSON
- Experience with Software Development Life Cycle tools for code and project management, such as BitBucket and Jira.
- Experience working in an Agile development environment
- Skill in database, web page, and report design and implementation
- Ability to perform effectively under tight deadlines to meet corporate and regulatory needs
- Ability to communicate effectively one-to-one with system end-users, especially with clinical users and/or users with limited computer technical knowledge
- Ability to diagnose problems, and to find solutions to user problems
- Microsoft Office Suite (Microsoft Word, Powerpoint, etc.)

CLINIC

PDR2721-15 Certified Medical Assistant (CMA): Per Diem
The Joslin Care Coordinator (Certified/Registered Medical Assistant Required) assists patients, providers and staff in a courteous and professional manner throughout the patient’s visit. This is a Per Diem (as needed) role with varying hours between 8:30 am - 5:00 pm Monday - Friday.
Qualifications:
- High School diploma
- Graduate of an accredited medical assistant or phlebotomy program – with certification
- Minimum 1 year of phlebotomy/medical assistant experience preferred
- Cardio Pulmonary Resuscitation (CPR) - American Heart Association (AHA) - certified preferred
- American Society for Clinical Pathology (ASCP) phlebotomy license or equivalent preferred
- Registered Medical Assistant (RMA) or Certification in Medical Assisting (CMA) - must have passed an exam through one of the following organizations: American Association for Medical Assistants (AAMA), American Medical Technologists (AMT), National Healthcare Association (NHA) or National Center for Competency Testing (NCCT)
- Proficient computer skills
- Effective organizational and interpersonal skills to anticipate and react to the needs of patients and medical staff
- Ability to function in fast paced, diversified work environment
- Excellent communication skill

R2761-16 Child Life Specialist (Pediatric Clinic)
The Child Life Specialist will work closely with members of a multi-disciplinary, pediatric diabetes team to create and provide developmentally appropriate curriculum, activities and support for pediatric patients and families. In this role you will coordinate pediatric appointments, including front desk coverage. Make outreach to patients in the

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Jump Start program, to high risk patients, and to patients that have been lost to follow-up. Create, coordinate and participate in special pediatric projects and events at Joslin and in the community.

**Qualifications:**
- Bachelor’s Degree
- Experience in a Pediatric Clinical setting and previous work with families and a multidisciplinary health care team. Experience in diabetes preferred.
- Eligibility or certification as a Child Life Specialist (CCLS)
- Excellent interpersonal and communication skills
- Excellent writing and organizational skills

**R2733-16 Clinical Practice Supervisor (requires Nursing degree)**
Joslin Diabetes Center’s outpatient clinic is seeking an experienced Clinical Practice (and Quality) Supervisor who will be part of a collaborative clinical team and lead and develop a team of Care Coordinators (Medical Assistants). This position is perfect for someone who is looking to assist in redesigning an ambulatory care unit to improve clinic operations, efficiencies and quality of patient experiences – someone who wants to make his/her mark on an organization.

**Qualifications:**
- Being a graduate of an accredited nursing program (open to those with Associates or Bachelors in Nursing),
- Current license to practice as a registered nurse in the Commonwealth of Massachusetts and BLS Certification
- Possess a minimum of three years’ management experience or progressive supervisory experience; Experience in ambulatory care setting preferred

**R2759-16 Image Acquisition Specialist - Eye Photography**
The Image Acquisition Specialist (IAS) will be trained and certified to perform all functions relative to the acquisition of retinal images using a variety of digital retinal imaging systems. The IAS will work with the programs supervisor to ensure that the reports and findings are relayed to all appropriate parties and that necessary follow-up care is arranged. The IAS will provide other support to the team in order to achieve program goals, and other functions as requested by the Chief, Center for Ocular Telehealth and/or the programs supervisor. Hours are Monday - Friday, from 9:00am - 5:30pm.

**Qualifications:**
- High School Diploma; Associate’s Degree or certification in medical environment desired
- Minimum of 1 year experience in medical setting preferred
- On-the-job provisional imager certification within 1 month of hire and full certification within 3 months of provisional certification
- Internal certification as imager is desirable
- Knowledge/exposure to diabetes or ophthalmology a plus
- Demonstrated aptitude and experience with PC and Microsoft Office Suite
- Demonstrated interpersonal skills
- Experience with customer service and patient interaction and/or care desirable, but not necessary
- Fluency in Spanish or Cantonese/Mandarin or other Asian languages desirable but not required

**R2754-16 Nurse Practitioner (Adult Diabetes)**
Joslin Clinic is currently adding to its Nurse Practitioner staff and seeking talented and dedicated Nurse Practitioners.
The Nurse Practitioner (Adult Diabetes) will serve as an integral member of the multidisciplinary healthcare team to provide quality, evidence based diabetes care, to an inpatient and outpatient adult population. Using the nursing process and employing advanced skills and theory in health assessment, physical examination, interpretation of laboratory and other diagnostic tools, the Nurse Practitioner develops and implements a plan of care for patients with episodic and chronic healthcare needs. The Nurse Practitioner makes judgments relative to diagnosis and management independently, utilizing physician and other team member consultation where appropriate. Professional growth and diversity are encouraged including participation in clinic initiatives and specialty clinics.

**Qualifications:**
- M.S.N. and current certification to practice as a Nurse Practitioner from an accredited/recognized certifying body.
- Minimum of one year’s experience working as a Nurse Practitioner required. Experience in diabetes care

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R2656-15 Nutrition Educator (Latino Initiative)
The Nutrition Educator will provide services to both the Joslin Latino Diabetes Initiative (requiring one to be fluent in Spanish) and the general Joslin Clinic patients. In this role, you will have direct responsibility for the assessment, planning, implementation and evaluation of the patient centered diabetes education program for the Office of Multicultural Health and provide state of the art nutrition education, in a variety of settings, to patients and their families/care-partners, helping to optimize their diabetes management. Participates in the development of education curricula and materials by writing original material and/or reviewing the work of others. Promotes and disseminates quality diabetes and nutrition information to professionals and the public following established Clinic Division guidelines. Collaborates with other educators in identifying needs, developing and providing clinical programs and services. Other responsibilities include providing state of the art nutrition education in a variety of settings to Latino patients and other ethnic groups with their families/care-partners, helping to optimize their diabetes management. Incumbent will also be responsible for writing grants and delivering outreach programs in the community as a health care advocate.

Qualifications:
- Bachelor’s degree in Nutrition or Dietetics; Master’s degree preferred
- Bilingual and fluent in English/Spanish
- At least 1 ½ years experience in diabetes or three (3) years of education/counseling with chronic diseases
- Registered with the American Dietetic Association
- Certified Diabetes Educator required or must sit for the exam within six months of eligibility
- Outstanding written and verbal communication skills; Excellent public speaking skills
- Excellent organizational skills
- Grant writing skills
- Health advocacy and community relations experience preferred

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R2747-16 Patient Financial Counselor (Patient Accounts, Revenue Cycle)
The Patient Financial Counselor’s primary responsibility is to assist patients classified as Self-pay and Free Care with the goal of managing and reducing associated Accounts Receivable. Hours are Monday-Friday 8:30-5:00.

Qualifications:
- Associates Degree in Business or Accounting
- Three to four years in medical office setting with direct patient contact
- Medical Billing Certificate preferred or equivalent experience.
- Knowledge of medical insurance specific to government and managed care programs
- Ability to manage several tasks with minimal supervision under pressures of deadlines and fluctuating workload
- Skill in math to handle billing and collection issues
- Ability to communicate with patients and vendors over the phone, in person and in writing
- Adheres to HIPAA privacy and confidentiality guidelines and regulations
- Ability to maintain a thorough knowledge of third party requirements.

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N2649-15 Physician (Adult Diabetes)
A Joslin Clinic Adult Diabetes Physician treats patients with diabetes of all types with special emphasis on current techniques for management of Type I and Type II diabetes. Also recognizes and treats, or refers for treatment, complications of diabetes. Manages general medical problems that may arise in his/her diabetic patients. Works in a collegial fashion with diabetes educators, including nurses and dietitians. Functions as a member of the medical staff of the hospital(s) where he/she practices. Interacts with the Clinic Administrator in a positive and constructive fashion.

Qualifications:
- M.D. degree from an accredited school
- Residency in internal medicine
- Fellowship in endocrinology and metabolism
- Certification and licensure in Massachusetts
- Board certified in internal medicine
- Board certified in endocrinology/metabolism (or eligible for Board certification with certification expected.) or, if hired before board certification subspecialty availability has five years’ experience in the treatment of diabetes and its complications

RESEARCH

R2701-15 Administrative Coordinator, Clinical Research Center
The CRC Administrative Coordinator is responsible for providing administrative support to the Senior Investigator of Clinical, Behavioral & Outcomes Research and the CRC Nurse Manager. Support effort to keep the lab and CRC activities functioning smoothly - s/he must be able to handle many requests on his/her own, prioritize activities, and be capable of handling multiple projects simultaneously. The CRC Administrative Coordinator must be able to work independently and address urgent issues on his/her own. Hours are Monday-Friday 7:30 am-4:00 pm.
Qualifications:
- Bachelor’s degree or equivalent work experience preferred.
- Prior administrative experience in a research or academic setting (strongly preferred) - Minimum 1 year experience
- Ability to work independently and proactively and work under constant distractions and interruptions.
- Computer literacy including proficiency with Microsoft Word, Excel, and Power Point to compose memos or correspondence, assist in the preparation of presentations, track budgets, prepare grant, IRB and FDA applications, patient communications, and maintain study-related records.
- Demonstrated strong communication and interpersonal skills; ability to deal with many different personality types.
- Excellent organizational and prioritization skills.

N2593-15 Assistant/Associate Professor of Microbiology & Immunobiology Metabolism/Microbiome
The Joslin Diabetes Center, Boston, Massachusetts, invites applications from laboratory-based investigators with a focus on understanding reciprocal interactions between the microbiome and metabolism. The successful applicant will be recommended for full-time appointment as a tenure-track Assistant or Associate Professor, commensurate with accomplishments. This individual will develop an independent research program aimed at mechanistic investigations that will clarify the influence of microbiota on metabolic disorders and the development of diabetes and its complications, collaborating closely with faculty at the Joslin and Harvard Medical School interested in obesity, autoimmunity and inflammation. The candidate will be based at the Joslin Diabetes Center and will be a member of the Department of Microbiology and Immunobiology, Harvard Medical School.
This position includes a highly competitive compensation and laboratory start-up package. Applicants must have an MD and/or PhD and a proven track record of outstanding, innovative research.
In addition to applying via the Joslin website, interested candidates should also submit curriculum vitae, reprints of up to three of their most significant publications, a brief statement of present and future research plans (3-5 pages), and three letters of reference to Professor Amy Wagers, Chair of the Search Committee. Materials should be submitted via email to: microbiome@joslin.harvard.edu. The submission deadline for receipt of all application materials is December 15, 2014. We strongly encourage applications from women and minority candidates.
Joslin is the world’s largest diabetes research and clinical care organization, and an independent, nonprofit institution affiliated with Harvard Medical School. Joslin is dedicated to ensuring that people with diabetes live long, healthy lives and offers real hope and progress toward diabetes prevention and a cure. Our mission is to prevent, treat and cure diabetes. Our vision is a world free of diabetes and its complications.

N2739-16 Research Assistant (Clinical, Behavioral and Outcomes Research)
The Research Assistant (Clinical, Behavioral and Outcomes Research) provides clinical, database management and administrative support for Dr. Goldfine’s clinical research protocols.

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Responsibilities include data entry and analysis; database management and maintenance; recruiting, scheduling and interviewing patients; preparing documents for Committee on Human Studies and completing case report forms; escorting patients to testing locations and delivering samples to laboratories for analysis. Possibly obtaining blood, and/or urine samples, performing routine laboratory and clinical procedures including electrocardiograms and neuro-cognitive function testing. This is a current need, and the candidate must be able to start immediately or within 2 weeks of accepting an offer. This is an excellent opportunity to function and participate as member of a Clinical Research Team.

**Qualifications:**
- Bachelor’s degree in math, statistics or other related science.
- Demonstrated excellent interpersonal and organizational skills.

**R2753-16 Senior Administrative Assistant (Research Division)**
The Senior Administrative Assistant is responsible for providing administrative support to the Senior Investigator of Integrative Physiology and Metabolism and/or other Sections or Investigators as assigned. The Administrative Coordinator will also contribute to the Research Division team effort by providing cross coverage with other Section Administrative Assistants. Support effort to keep all Research Division activities functioning smoothly by participating in Division-wide efforts. S/he must be able to handle many requests on his/her own, prioritize activities, and be capable of handling multiple projects simultaneously. The coordinator must be able to work independently and address urgent issues on his/her own.

**Qualifications:**
- Bachelor’s degree or equivalent work experience preferred.
- Prior administrative experience in a research or academic setting (strongly preferred)
- Minimum 1 year experience
- Excellent computer skills: proficiency with Microsoft Outlook and Suite, Adobe Acrobat, EndNote and/or Reference Manager and Infinium, work under frequent disruptions
- Proactively manage projects and resolve conflicts independently with minimal supervision.
- Excellent organizational skills.
- Ability to prioritize work and meet deadlines, and work under pressure.
- Ability to coordinate efforts on multiple tasks according to their relative priorities.
- Ability to communicate effectively across all departments (including administrative team)
- Ability to use discretion in confidential matters.
- Ability to read, write and articulate in English is required.
- Ability to draft, proofread and transcribe correspondence and other documents as directed is required.
- Knowledge of Scientific Terminology is preferred.

**R2758-16 Study Coordinator (Eye Research)**
The Study Coordinator (Eye Research) performs activities related to coordination and implementation of research protocols within the Beetham Eye Institute and Eye Research Section (both clinical trial and non-trial research). In this role you are responsible for ensuring quality adherence to protocol-specific and general regulatory requirements for both translational research and clinical trial efforts.

- Assists in the development and maintenance of recordkeeping systems and sample repositories as well as procedures to rigorously track, prepare and store patient data and samples for research purposes.
- Performs a variety of complicated tasks, manages sophisticated equipment data transfers and has a wide degree of creativity and latitude.
- Recruits study participants and coordinates participant visits.
- Assists in administration of studies within BEI and may serve as an administrative liaison for multicenter studies that are led by the BEI team.
- Individual is expected to work constructively within the BEI research team.

**Qualifications:**
- Bachelor’s degree in science area, health sciences, public health or related field.
- Minimum 1 year experience conducting clinical research studies or in a medical research setting
- Previous experience involving interaction with patients or clients
- Knowledge of electronic medical records preferred
- Previous experience in an ophthalmic clinical or research setting is preferred but not required
- Clinical research certification from SoCRA (Society of Clinical Research Associates) or ACRP (Association of...
Clinical Research Professions) is required or must be obtained within two years from the date of hire
- Ability to speak on a one-to-one basis to engage and recruit patients, and to explain study protocols and processes
- Excellent interpersonal/human relations skills
- Ability to consistently perform detailed work to ensure accuracy in collecting and recording data
- Ability to prioritize assignments to complete work in a timely manner
- Ability to work independently to coordinate study visits and track and maintain study data on patients
- Ability to perform effectively under conditions of fluctuating workload and assignments in a busy clinical setting
- Demonstrated proficiency with Microsoft Office software applications (Excel/Power Point required)
- Demonstrate ability to follow policies and procedures mandated by Joslin Diabetes Center, HIPAA, OSHA, and the DPH
- Understanding of ICH/GCP guidelines for human research
- Understanding of Code of Federal Regulations for Human Subjects

For consideration, please apply directly through www.joslin.org

Hiring Location: One Joslin Place, Boston, MA 02215
Contact: Kristen Rolph, Employment Manager

ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES
Joslin Diabetes Center is an equal opportunity employer and is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Section 503 of the Rehabilitation Act of 1973, the Vietnam Veterans’ Readjustment Act of 1974, and Title I of the Americans with Disabilities Act of 1990, applicants that require accommodation in the job application process may contact 617 309-2595 for assistance.