

# The South Coast Hot Jobs List – July 15, 2018

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of July 15, 2018. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

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## **Paraprofessional (ABA) – Bay Coast Behavioral**

*Full-time, Part-time*

### **Job Summary:**

The Applied Behavior Analysis (ABA) Paraprofessional is a high school diploma/bachelor's level behavior technician serving as the primary support for the behavior management plan devised by the Behavior Management Therapist (BMT). The ABA Paraprofessional records data according to the plan and direction of the BMT and reports changes or trends in the client's behavior as reflected in the data.

The ABA Paraprofessional conducts specific interventions prescribed by the BMT and coaches and supports parents in the implementation of behavior change strategies. The ABA Paraprofessional is responsible for adhering to professional and legal requirements and principles as well as demonstrating sound professional judgment at all times. The ABA Paraprofessional is responsible for ensuring that each client receives the best care per program standards.

### **Job Duties:**

- Meet with the clinical team regularly to review treatment plan.
- Document client progress as well as behaviors.
- Model behavioral interventions to parents and participate in parent training procedures.

- Report to the clinical team.
- Ensure that treatment is provided in a safe environment.
- Maintain appropriate professional boundaries with families.
- Attend staff and training meetings as required.

#### **Basic Requirements:**

- High School Diploma or GED and have (12) months of experience working with persons with developmental disabilities, children, and adolescents, transition age youth or families;
- OR an Associate's Degree in either a human, social, or educational services discipline, or a degree or certification related to behavior management, from an accredited community college or educational institution, and have (6) months experience working with persons with developmental disabilities, children, adolescents, transition age youth or families;
- OR a certification as a Registered Behavioral Technician (RBT) by the Behavior Analyst Certification Board and have (3) months experience working with persons with developmental disabilities, children, adolescents, transition age youth or families
- Must have a personal vehicle with a valid registration, valid auto insurance, valid state inspection sticker, NO history of DUI, and at least one year free of vehicle accidents.

#### **Experience:**

- Youth's behavioral and mental health: 3 years

Interested in applying? See full details and how to apply [here](#).

#### **CNAS, LPNS and Personal Advocates – Lifestream (Fall River)**

LifeStream provides employees an opportunity to make a difference in the lives of others, as well as their own. The commitment and dedication on the part of our employees is

integral to LifeStream's success. LifeStream, Inc. provides community-based services throughout southeastern Massachusetts that promote personal dignity, independence and the removal of barriers through the provision of individualized support and education.

We always welcome applications for the following positions:

Personal Advocates to assist adults with developmental disabilities

Certified Nursing Assistants

Licensed Practical Nurses

Registered Nurses

House Managers

Click [HERE](#) to see all available positions.

**If you are interested in applying for a job with us, please note all positions require:**

High School diploma or GED

Valid driver's license

Use of personal vehicle for work purposes

Ability to physically assist people



Join the team!

LifeStream is offering between **\$500 and \$2,500 signing bonuses** for Licensed Practical Nurses (LPN) and Certified Nursing Aides (CNA) for various shifts and locations in the New Bedford and Fall River areas. In addition to a generous benefits package, these positions offer higher hourly wages for third shift and weekend schedules. Full time employees are also eligible for 11 paid holidays, paid vacation health, dental and vision insurance as well as tuition reimbursement and a free gym membership.

On-the-spot interviews are offered at our office located at 13 Welby Road in New Bedford on Tuesdays from 9:00 to 11:00 a.m.; and Fridays from 1:30 – 3:30 p.m. No appointment is required. Please bring a resume and a copy of your driver's license.

For more information, current employment opportunities, or to obtain an application,

**Email** our Human Resources Department: [hr@lifestreaminc.com](mailto:hr@lifestreaminc.com)

**Call** the Human Resources Department (508) 993-1991, extension 1030 | TTY (508) 998-2870

**Apply Online:** <http://www.lifestreaminc.com/careers/>

We are happy to provide assistance in filling out an application.



### **Secretary/Administrative Assistant – Vaz Construction Inc**

*\$35,000 – \$38,000 a year*

Responsibilities include but are not limited to:

- Schedule would consist of Monday-Friday 800am-430pm 30 minute lunch
- Creating, emailing, and mailing invoices
- Tracking invoices pending 30, 60, 90 days
- Calling customers for payments on outstanding invoices
- Getting permits at the city halls or towns

- Answering business phone calls, taking messages, booking appointments
- Paying bills for 3 businesses
- Payroll maintenance and tracking
- Tracking rental incomes for 2 businesses
- Calling tenants to collect past due rental income
- Monitor bank accounts
- Monitor business emails
- Update business website
- Update business facebook
- Respond to FB clients
- Market and prospect for new clients
- Maintain files and stay organized
- Quickbooksknowledge
- Microsoft excel, word knowledge
- Customer service skills
- Bilingual Portuguese/Spanish preferred
- Self Motivated

Interested in applying? See full details and how to apply [here](#).

### **Clinical Supervisor – High Point Hospital & Affiliated Organizations**

SEMCOA, Inc. an affiliate of High Point Treatment Center currently has openings for clinical supervisors in its level 3.1 Residential Recovery Homes, Harmony House and New Chapters.

#### **Requirements:**

- Knowledge of addiction, mental health issues and the treatment /recovery process;
- Experience in program management and development;
- Experience in staff recruitment, hiring, training, supervision, evaluation;
- Experience in staff supervision/performance appraisal;
- Excellent verbal and written communication skills;

- Computer literate: Microsoft Office, social networking;
- Knowledge of ASAM criteria Level 3.1 a plus

### **Duties/Responsibilities:**

- Compliance with Federal Regulations, 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patients, HIPAA;
- Compliance to and working knowledge of all applicable HPHAO policies and program procedures including but not limited to those relating to ethics/boundaries and duties of role;
- Maintain safety and security of residents/facility/staff at all times;
- Ensure timely contact of Residential Supervisor/Program Director/Authorities in event of a crisis/emergency;
- Provide appropriate supervision of residents and enforcement of program rules and policies;
- Attendance at all mandatory trainings and staff meetings as required;
- Provide individual and group supervision of clinical staff and maintain notes of all supervisions;
- Manage all clinical staff in Kronos, including approving time off and pay period time sheets.
- Actively involved with clinical screenings for all potential clients
- Routinely review client charts (open and closed) to ensure that the structure and substance are in accord with licensing and accreditation standards
- Provide direct (individual and groups) client services and carry minimal case management caseload if schedule allows
- Develop and recommend Performance Improvement goals and objectives for the Clinical Team ;
- Assist in ensuring safe and appropriate continuing care plans for clients including communication of recommendations to court personnel
- Directly participate in and leading training programs, workshops, seminars, as needed;
- Entry of client ESM information into Virtual Gateway, EVS, MBHP etc.;

- Coordinate with other departments/facilities to enhance and ensure quality care;
- Prepare statistics and reports as requested;
- Meet with Program Director regularly to review all program process issues and all issues pertinent to quality care and organizational health and viability
- Cooperate with other health and social service agencies in an effort to increase community services
- Complete other duties as assigned by the Program Director

### **Qualifications:**

Must have a master's degree in one of the following disciplines or closely related field: clinical psychology, education-counseling, medicine, educational psychology, medicine, rehabilitative counseling or social work and have experience is substance abuse and mental health services, or possess a LADC I.

### **Experience:**

- Supervisory: 1 year

Interested in applying? See full details and how to apply [here](#).

### **Activity Assistant – Autumn Glen (Dartmouth)**

*Full-Time, Part Time*

Do you have the desire to create a purposeful and fulfilling environment for senior living residents? Our goal is simple – to make a positive difference in our residents' lives by creating a special place where they can thrive and their families can have peace of mind.

Our passion for ensuring that our residents maintain a fulfilling quality of life is second to none. If you share this passion and appreciate the rewarding feeling that comes from knowing you've made a positive impact on the lives of our seniors and their families, then we'd love to hear from you.

We are looking for energetic and caring associates to join our team.

We want the best so we offer the best:

- Competitive Pay
- Flexible Schedules
- Direct Deposit
- Vacation Time and Personal days
- Paid Holidays and Sick time
- Birthday's off
- Medical, Dental, & Vision Insurance to qualified associates
- 401k with Company Match.
- Tuition Reimbursement, Ongoing Education (CEU's), In-services
- Associate Awards & Appreciation-we have FUN at work!

Interested in applying? See full details and how to apply [here](#).

### **CNAS, LPNS and Personal Advocates – LifeStream**

LifeStream provides employees an opportunity to make a difference in the lives of others, as well as their own. The commitment and dedication on the part of our employees is integral to LifeStream's success. LifeStream, Inc. provides community-based services throughout southeastern Massachusetts that promote personal dignity, independence and the removal of barriers through the provision of individualized support and education.

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## **EXPERIENCED FOREMAN – METAL FRAMERS, DRYWALL HANGERS, TAPERS – New England's Top-Notch Drywall Company**

*Job Type: Full-time*

We are a large growing Drywall Construction Company with a great reputation looking to hire Experienced Foreman Metal Framers, Drywall Hangers and Tapers who are willing to work year-round.

Serious candidates only need to apply.

- The ideal candidate will have demonstrated prior construction experience.
- Must have 2 years' experience in Metal Framing, Drywall, Hanging or Taping.
- Attention to detail, excellent interpersonal skills and a focus on quality are a must.
- Must be Responsible, reliable and highly motivated to work.
- Must be able to pass Physical and Drug screening.
- Benefits: Top wages Great Benefit packages Safe working environment

### **Experience:**

Metal Framing: 2 years

Interested in applying? See full details and how to apply [here](#).

## **Entry Level Management, Human Resources & Union Representatives – Depina Agency American Income Life**

Looking for Entry level management, human resources and union representatives.

**NO EXPERIENCE NECESSARY.** Full training is provided. Both entry-level and management positions available. **HIGHLY COMPENSATED.**

### **Details:**

- Protecting the working class families in Rhode Island and Southeastern Massachusetts.
- We provide supplemental benefits protection, to the labor unions, credit union and association. We also protect their assets.
- We are an international company, licensed in every state including New Zealand, Canada and now parts of Ireland.
- We've been around since 1951.
- We want career minded individuals, who are willing to learn our systems to be able to duplicate the work. To be able to work unsupervised and be focused on executing objectives.

### **Applicants must be career driven and possess:**

- Communication skills
- Professionalism
- Responsibility
- Adaptability
- Willingness to learn

\* Backgrounds in Business and Customer Service are preferred, not required. BILINGUAL IS A +++

\*\* Reliable (non-public) transportation is required

Seeking 10 immediate hires for our Leadership & Management Roles. To fill up our new office in New Bedford.

- 30 Day FAST TRACK Management available
- NO COLD CALLING/PROSPECTING

- Weekly Pay \*Weekly Bonus Plan \*LIFETIME RESIDUAL INCOME
- Vacation Packages & more
- Full Benefits – Life insurance/ Health insurance.

For immediate consideration please respond with resume and contact information. Send to edepinaail@gmail.com

**Depina Agency**  
**555 pleasant Street**  
**New Bedford, Massachusetts**  
**Phone: (774) 628-8961**  
**Facebook: facebook.com/DepinaAIL**

### **Admin Coordinator – New Bedford Parks, Recreation & Beaches**

**PAY: \$46,639 – \$58,303**

Provides administrative support to the Department of Parks Recreation & Beaches; manages day-to-day duties in an efficient and timely manner; attends meetings; processes accounts receivables, accounts payables and payroll for Department; performs technical and administrative duties as requested by supervisor.

Performs office administrative duties dealing with incoming and outgoing correspondence, mailings, phone calls, forms, requests, bills, permits and fees; ensures all correspondence is sent or received through follow-up procedures; applies corrective office policies to ensure maximum efficiency. Manages the special event process for the department. This includes collecting fees if applicable, estimating fees, scheduling events with organizers and monitoring events. Works with other City departments to make sure events are approved and in compliance with the requirements of this department and Park Board.

High school degree or GED equivalent. College degree preferred. Two years of administrative, professional or relevant experience. Mandatory CORI (Criminal Offender Record

Investigation) background check per City Council Ordinance effective May 14, 2013

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

### **Social Service Coordinator – Active Day**

Are you looking for more a structured schedule with no night work and only occasional weekend work? Come to work at Active Day, where you can make a difference working reasonable hours with plenty of help!

Active Day is the largest provider of adult day health services in the country. Our 90+ centers are staffed by attentive and caring professionals who provide health care supervision, engaging therapeutic activity programs and rehabilitative therapies in a comfortable, homelike environment. Our philosophy of care is to help our members achieve a marked improvement in overall quality of life, health care and daily functioning, while providing respite and peace of mind for their caregivers.

A Social Services Coordinator is responsible for the direction, provision and quality of social services provided for members and families. Social service assessments and summaries as well as case management services that address psycho social and socio-economic needs.

#### **REQUIREMENTS:**

- Bachelors degree in human services or related field
- Experience working with adults with disabilities
- Ability to multi-task
- Interest and desire to work with the elderly and other adults with special needs

## WHY YOU SHOULD APPLY

- Great hours
- Competitive pay
- Rewarding career
- Great work environment

Interested in applying? See full details and how to apply [here](#).

## Patient Service Rep – Claris Vision LLC

### SUMMARY:

The Patient Services Representative greets patients and prepares all the administrative work to prepare patient for their clinic visit including, but not limited to scheduling, insurance verification, collection of fees at time of services, complete and accurate documentation in the practice management system, answers patients questions, manages waiting room and finalizes documentation, scheduling and records at the conclusion of the visit.

The PSR can often focus on verifying the patient's insurance; experience with medical insurance is a great attribute.

### DUTIES AND RESPONSIBILITIES:

- Patient registration, scheduling, data entry and processing.
- Educates patients regarding benefits and collects patient payments, at point of service.
- Complete and accurate management of patient data in practice management system.
- Verify health insurances and obtain referrals.
- Organize and maintain medical records.
- Miscellaneous administrative tasks including, but not limited to scheduling, transportation, filing, faxing, etc.
- Must have a clear understanding of company policies including the company manual.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Exceptional Customer Experience – Understands and anticipates customer needs, takes action to meet customer's needs and strives to exceed their expectations.
- Proactive- Keep others informed. Ask for help when needed, brings service challenges to supervisor.
- Drive for Results – Strives for improving the delivery of services with a commitment to continuous improvement.
- Focus on Efficiency – Utilizes technology, innovation, and process improvements to continuously improve efficiency and effectiveness.
- Teamwork- Participates as a team member and establishes strong working relationships with teammates and across the organization.
- Celebrates Change- Receptive to new ideas and responds to changes with flexibility and optimism.
- Continues Learning and Improvement- Acknowledges own strengths and development needs and works to strengthen capabilities.

#### EDUCATION:

- High School Diploma or equivalent

#### TYPICAL PHYSICAL DEMANDS:

- Sitting, Standing, Bending, Reaching, Stooping, Walking and Lifting
- Ability to see, hear, and speak with sufficient capability to perform assigned tasks
- Driving independently to other facilities

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be construed as an exhaustive list of all duties to be performed.

Interested in applying? See full details and how to apply [here](#).

**Payroll Processor – High Point & Affiliated Organizations**

Experienced Payroll Processor needed to process an in-house, bi-weekly payroll with an automated system. Candidate must possess the following skills:

- An ability to exhibit a high level of confidentiality;
- A specific understanding of Timekeeping, Payroll, Taxing and Benefit Processes;
- Excellent Computer Skills including Proficiency of Microsoft Office Suite;
- A general understanding of office functions in regard to A/P, Finance, and Human Resources;
- A general knowledge of various employment laws and practices;
- Possess strong interpersonal skills and written/verbal communication skills;
- An ability to gather and analyze information skillfully and resolve problems in a timely manner

**Requirements:**

- Proficiency with Excel
- Detail oriented and have the ability to work independently and as a cooperative member of a team.
- HS Diploma and a minimum of 2 years of payroll experience
- Sales experience preferred

Interested in applying? See full details and how to apply [here](#).

**Recreation Coordinator, Children's Program – Crystal Springs Inc. (Assonet)**

Residential Counselors provide healthy and engaging care and treatment in a therapeutic environment that promotes the physical, emotional and behavioral health of each student and assists them in developing adaptive life skills. Residential Counselors work as a part of a collaborative, trauma-informed and family-centered therapeutic team. He/she is expected to establish therapeutic relationships with our students as well



as open communications and mutual support among co-workers.

We offer a sign-on bonus, referral program and many benefits

#### POSITION SUMMARY :

The Recreation Coordinator provides appropriate role modeling in a therapeutic environment that promotes the physical, emotional and behavioral health of each student and assists them in developing adaptive life skills. The Recreation Coordinator provides formal planning, coordination and supervision for on and off-campus student recreational activities and maintains documentation of such in multiple forms. She/he works as a part of a collaborative, trauma-informed and family-centered therapeutic team and is expected to establish open communications and support among co-workers and supervisors. She/he is directly accountable to the Assistant Residential Director who provides supervision and training. The Recreation Coordinator is a non-exempt, hourly employee who at all times abides by the agency's policies & procedures.

#### QUALIFICATIONS:

- Bachelor's degree in social work, health, human services, education, psychology or related field /specific skills in assisting residents with multiple disabilities plus (6) months of human service experience, particularly with children and/or adolescents
- Must be at least 18 years old
- Must maintain a valid driver's license

#### DUTIES AND RESPONSIBILITIES:

- Obtain and maintain lifeguard certification and pool operator certification
- Obtain and maintain certification as a Special Olympics coach
- Maintain and actively participate in the swimming program
- Coordinate all in-house recreational activities involving varying sized groups with emphasis on gymnasium activities

during harsh weather and outdoor activities in other conditions

- Develop and implement a plan to maximize use of our playgrounds, gym, tree house, sensory room and other on-grounds recreational facilities.
- Explore, plan and coordinate community-based recreational opportunities
- Maintain appropriately detailed logs and records for all recreational trips including vehicle travel log, student census, evaluations of activities including such elements as highlights, student participation and responses and augmentative and alternate ideas
- Maintain a calendar of recreational events
- Maintain an accurate inventory of all recreational equipment and arts and craft supplies
- Coordinate all summer recreational schedules, including play schedule
- Coordinate all religious services for residential students
- Cooperate and participate in internal investigations
- Coordinate, train, supervise and evaluate the Recreation Aides
- Train and reinforce Residential Managers and Counselors in recreation theory and implementation strategies
- Assist the Residential Manager to coordinate treatment goals with regard to the IEP process for the residents that you service

#### LANGUAGE/COMMUNICATION SKILLS:

Ability to communicate clearly and effectively in spoken and written English; and to read and comprehend work related documents which are almost exclusively written in English.

#### OTHER REQUIREMENTS:

Must hold a valid driver's license for more than one year and be ready, willing and able to drive the Company's wheelchair and/or mini-vans safely according to Massachusetts driving laws;

Interested in applying? See full details and how to apply [here](#).

### **Customer Service Specialist – HTP Comfort Solutions LLC**

The Customer Service Specialist reports directly to the Manager of Customer Experience. The Customer Service Specialist must be able to work independently and with other specialists to perform all duties relative to Customer Service, Sales & Product Warranty. In addition, must be able to provide exceptional assistance to our broad customer base to ensure complete customer satisfaction.

Desire to perform at the highest level of competence and expedience at all times to insure the overall productivity and growth of HTP.

#### **DUTIES & RESPONSIBILITIES:**

- Sales Order Entry.
- Answering a multi-line phone system and handling issues related to customer service, sales & warranty.
- Verifying product warranty inquiries and issuing Return Merchandise Authorizations.
- File Maintenance, Sales and Warranty Reporting
- Interact with the Production and Shipping departments to ensure on time delivery of orders.
- Providing internal corporate support to our territory Sales Agents and Regional Managers.
- Ensure the highest levels of customer satisfaction through any channel including but not limited to phone, email, live online chat and other channels as they emerge.
- Accept other responsibilities as requested by the Manager of Customer Experience.

#### **TECHNICAL EXPERTISE**

- Proficient in Microsoft Office, which includes Word, Excel and Outlook
- Call Center experience (ability to operate multi-line phone

system)

- Experience with office machinery (fax, copier, scanner, adding machine)
- Attention to detail.

#### EDUCATION/EXPERIENCE:

- High School Diploma or GED with basic office experience
- 2-year Associate Degree program in Office Administration
- Ability to work in a face paced environment
- Ability to communicate and interact effectively in all situations.
- Minimum two years related experience.
- Knowledge of customer service principles and practices
- Experience communicating through multiple channels and handling multiple customer queries through different channels effectively.
- Proficient with standard office applications (i.e. Word, Excel, PowerPoint, etc.)

Interested in applying? See full details and how to apply [here](#).

### **Experienced Painters – Commercial Painting**

*Job Type: Full-time*

Successful Painting Company with a great reputation is looking to hire Experienced Commercial Painters.

Requirements: The ideal candidate will have demonstrated prior Painting experience in a Commercial Industry. Attention to detail, excellent interpersonal skills and focus on quality is a must. Must be responsible, reliable and highly motivated to work. Must have 2 years' experience and must be able to pass Physical and Drug screening.

Benefits: Top wages Great Benefit packages Safe working environment

**Experience:**

Painting: 1 year

Interested in applying? See full details and how to apply [here](#).

**Admin Assistant DCF – Eliot Community Human Services**

*\$13.20 an hour*

*Schedule Monday – Friday 10-2p*

**Responsibilities:**

- Develop and maintain complete and up to date on-site personnel files.
- Ensure timely completion and submission of accurate time sheets, weekly payroll and signed records.
- Ensure all paperwork is forwarded to appropriate personnel/departments at the main office.
- Maintain mail, phone messages, fax and e-mail capacity for staff.
- Attend staff meetings and take meeting minutes.
- Oversee vehicle maintenance and mileage forms.
- Keep inventory of all supplies on hand and order supplies as needed/requested.
- Maintain files for all systems including billing and utilization.
- Provide all forms needed by staff.
- Pick up and deliver mail.

Complete and process hiring packets and employment status changes.

Interested in applying? See full details and how to apply [here](#).

**Front Desk Coordinator/Receptionist – New Bedford Pediatric Dentistry & Orthodontics –**

*Full-time*

New Bedford Pediatric Dentistry & Orthodontics is seeking a Front Desk Coordinator who is reliable, motivated, organized, efficient, with outstanding communication skills, and a team player to join our practice. Spanish speaking a plus.

Responsibilities include: patient scheduling, accounts receivables, and extensive phone communication skills, background of dental insurance coverage's including orthodontics, co-payment allocations, insurance billing including orthodontics, knowledge of Masshealth Insurance. Strong computer knowledge including Eaglesoft,

Experience:

Dental office: 1 year

Interested in applying? See full details and how to apply [here](#).

### **New Directions Southcoast 2018 Summer Jobs Application**

New Directions Southcoast Inc. is announcing that starting Tuesday, February 20, 2018 summer job applications will be available to New Bedford youth age 14-21 from 2:00PM-4:00PM at the New Directions Youth Annex, 5 Dover St., 2nd floor, downtown New Bedford. Summer applications will be available in hard copy only at the Youth Annex, Monday-Friday from 2:00PM-4:00PM from February 20-March 9. Youth must be at least age 14 to pick up an application. Applications will not be distributed after March 9, 2018.

All youth are required to be present to receive an application, attend scheduled appointments, return completed application and supportive documents and meet eligibility requirements to be considered for this youth program.

Recruitment for the "Winter Jobs" program for out-of-school youth is ongoing and youth age 17-24 who are not attending High School may pick up an application at the Youth Annex

Monday-Friday from 10:00AM-2:00PM. The Winter Jobs program offers free pre-employment training and a four week paid work experience with potential for permanent employment.

New Directions is the Career Center operator for the Greater New Bedford Workforce Investment Board and the administrator of Title 1 Workforce Innovation and Opportunity Act for adults and Youth Works summer jobs programs for youth. New Directions provides employment and training services to eligible youth ages 14-24 living in the Greater New Bedford area. State funding for summer jobs is funded by YouthWorks, through the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development. The YouthWorks program is administered by the Commonwealth Corporation. For more information, please contact the New Directions Youth Annex, (508) 979-1700 or on Facebook at Greater New Bedford Youth Annex (New Directions).

#### **Data Entry Specialist – StoneTek Imports, Inc.**

Countertop manufacturing company seeking for Data entry Specialist. Duties includes assist production coordinator with data daily entering of high volume material, using currently defined data management software. Data entry skills preferred but the right candidate could be trained.

#### **Must have:**

- Excellent typing skills
- Excellent computer skills.
- Proficiency in excel
- Must provide support and information to co-workers.
- Must be able to collect, review and update material information into software.
- Enter list of material, alphabetic and numeric into company software.
- Must be detail oriented.
- Must have good organization skills.
- Must know how to work with tape measure.
- Must be able to stand / walk for long period of time.

- Must perform related duties as assigned.
- Must be able to work as a team or individually.

Interested in applying? See full details and how to apply [here](#).

### **Accounts Payable Clerk Full Time – Vibra Healthcare**

Come grow with Vibra Healthcare, where we manage from the bedside up every day. Join a strong, knowledgeable company that values each employee as an individual. Our expanding organization wants compassionate healthcare professionals like you to help us get our patients back to better.

Vibra Hospital of Southeastern Massachusetts is a 90-bed acute care hospital located in historic New Bedford, MA, on the Freetown border. Conveniently located off of Route 140 and easily commutable from the Boston area as well as Rhode Island, our hospital offers comprehensive, specialized clinical programs, including pulmonary rehabilitation, stroke rehabilitation and neurobehavioral programs for individuals requiring long-term rehabilitation services. As a smaller, specialized hospital, we offer an opportunity to work in a fast-paced and friendly work environment where you really get to know your patients and their families.

Vibra Hospital of Southeastern Massachusetts is seeking a Full Time Accounts Payable Clerk to join our team!

Responsible for processing all hospital invoices, check requests and other payable-related information for submission to hospital administration for approval and Corporate for payment. Prepares month-end accruals as well as monthly sales and use tax summaries.

### **Qualifications:**

- High school diploma or equivalent required.
- Minimum two (2) years of accounting related experience required.



**Additional Qualifications/Skills:**

- Healthcare or hospital Accounts Payable experience preferred.
- Ability to work under pressure and meet monthly deadlines.
- Ability to project a professional image.
- Knowledge of regulatory standards and compliance requirements.
- Strong organizational, prioritizing and analytical skills.
- Ability to make independent decisions when circumstances warrant.
- Working knowledge of computer and software applications used in job functions.
- Freedom from illegal use of and effects of use of drugs and alcohol in the workplace.

Our recruitment team wants to get to know you. Share your passion! Please complete our online application and submit your resume for immediate consideration. Thank you for taking the time to consider a career opportunity with our hospital.

Interested in applying? See full details and how to apply [here](#).

**Local Building Inspector – City of New Bedford**

**PAY: \$16.89hr – \$25.86hr**

Enforces all provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other State statutes, rules and regulations, and ordinances and bylaws, which empower the building official. Explains, interprets and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.

Works with departments to review residential properties that pose a health safety or risk to the community and are abandoned. Undertakes activities associated with code, safety and health review of violations specifically on abandoned

properties targeted by the Housing Task Force. Conducts an initial visual inspection of abandoned residential properties to identify the occupancy status and the nature and extent of health, safety or code violations.

At least five years of experience in the supervision of building construction or design; or a four-year degree in a field related to building construction or design; or an Associate's degree in a field related to building construction or design; or any combination of education and experience, which would confer equivalent knowledge and ability as determined by the BBRS. In addition, such persons shall have had general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general essential for safety, comfort and convenience of the occupants of a building or structure. Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For complete job description and application instructions, visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

### **Environmental Enforcement Inspector – City of New Bedford**

**PAY: \$15.80hr – \$21.52hr**

Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with all City, State and Federal requirements.

Assists with implementation of meter program, backflow prevention device testing and sewer deduct meter inspection program. Ensures customer compliance with City Ordinances, as

well as any State and/or Federal regulations.

Issues Violation Notices to achieve compliance with regulations. Initiates litigation against parties who fail to comply with departmental notices.

Responsible for maintaining organized documentation and record keeping of Water Division programs. Assists with data management of Water Division, including but not limited to, digitization of existing records, distribution system maintenance and repair records, and the City's data management program.

Graduation from high school or GED equivalent. Must possess excellent verbal and written communication skills. Possession of a Backflow Prevention Device Testing/Inspection license and proficiency in digital data management preferred. Possession of a valid Massachusetts driver's license and good driving record.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

### **Water Treatment Plant Operator – City of New Bedford**

**PAY: \$23.00hr**

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of treatment facilities and systems.

Adjusts equipment, as indicated, to regulate the flow of water and control the amount of treatment chemicals added; must assist with maintenance programs throughout the treatment plant, watershed and distribution system.

Accurately records plant data and makes associated computations as necessary, as well as maintains operation logs; maintains optimum process control via sampling, laboratory testing, and machinery and equipment inspections and adjustments.

Adheres to specific weekly schedule of responsibilities including chemical and preventative maintenance; assume responsibility of handling chemicals in a safe and efficient manner.

Exhibits good attitude expected of employees in a health-related field; assumes responsibility for maintaining the plant in a clean and orderly fashion.

Must assume responsibility for plant operations when on duty.

Graduation from high school or GED equivalent, supplemented by four years' experience as an attendant of a water/wastewater facility required. Possession of a Grade III Drinking Water Operator license. Possession of a valid Massachusetts driver's license with good driving record. Must have a telephone and own transportation. This employee is subject to twenty-four hour call.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 314, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

## **Director of Facilities & Fleet – City of New Bedford**

**PAY: \$88,642 – \$110,811**

\* Directs and administers all activities of the Facilities and Fleet Management Department.

\* Oversees maintenance and capital needs of City buildings and

fleet.

- \* Delegates various responsibilities to capable and competent subordinates that will ensure a positive outcome.
- \* Manages the budget using responsible and sound fiscal practices.
- \* Makes decisions regarding City owned assets in the best interest of the stakeholders while protecting assets and their value within the limits of the budget.
- \* Monitors all leases of City owned property, unless under the custody and control of another department. Ensures that all lease conditions are being met.
- \* Allocates resources to satisfy the maintenance and capital needs of approximately 90 City buildings.
- \* Investigates advanced methods and technologies of accomplishing tasks that will result in greater efficiency.

Technical Degree in engineering, building trades, public administration, facility management, or a related field. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

## **Water System Maintenance Worker – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

### **RESPONSIBILITIES:**

Taps water mains 4" to 48" in size with a small taping machine from  $\frac{3}{4}$ " to 2"; repairs hydrants, gate valves. Performs other work in connection with the maintenance, construction, and repairs of the distribution, collection (and Highway System.)

Installs water meters, operates gate valves, and service shutoffs. Capable of reading service cards, gate and hydrant location books and plans. Performs semi-skilled manual work in the construction, operation and maintenance of distribution and collection systems, including work on reservoirs treatment plants, pump stations and water gates. Cuts, lays and caulks water pipes using machine or hand tools forcing sealing compound into joints to make them watertight; pumps water from trenches; digs, braces and backfills excavations for the purpose of locating pipe leaks or preparing areas for laying pipes. Replaces worn and broken parts in distribution and collection systems. Operates motor equipment.

**DESIRED MINIMUM QUALIFICATIONS:**

- \* Education and Experience: Graduation from a high school or GED equivalent preferred.
- \* Requires one year of prior experience.
- \* Necessary Knowledge, Skills and Abilities: Must be able to work with hydrants, water gates,
- \* valves and collection system related equipment

**SPECIAL REQUIREMENTS:**

Must possess a valid Massachusetts driver's license with a good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013. Subject to call seven days a week/twenty four hours a day for emergency work. This position is deemed essential personnel and must report for duty during emergency situations.

**TOOLS AND EQUIPMENT USED:**

Performs semi-skilled manual work using taping machines; various digging devices.

**PHYSICAL DEMANDS:**

- \* The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- \* Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; walking, standing, climbing, and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.
- \* Operation of equipment that causes loud noise levels and high vibrations; may require the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

**WORK ENVIRONMENT:**

Works outdoors in all types of situations and weather conditions. Works with water and sewage.

**SELECTION GUIDELINES:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Diesel Engine Repairman – City of New Bedford**

**PAY: \$15.42hr – \$23.00hr**

Performs various types of skilled repairs on all types of diesel equipment in use by the City to determine repair costs, maintenance work in the area of electrical, fuel, ejectors,

and ignition problems. Disassembles, overhauls, removes and replaces all types of engines. Assembles and disassembles transmissions. Knowledge of various hydraulic systems, clutch replacements and components. Performs track replacements and various components, brake jobs, and other miscellaneous maintenance tasks requested. Works on emergency vehicles. Performs all preventative maintenance and any related work. Ability to write detailed reports and estimate repair costs.

Graduation from a high school or GED equivalent preferred. Must have at least three years of full-time paid experience in the field of repairing diesel equipment, knowledge of job hazards, handling of equipment, special tools and test equipment. Possession of a valid Massachusetts driver's license. Possession of Class B CDL or the ability to obtain one within six months of hire. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EEO New Bedford has a residency requirement.

### **City Planner – City of New Bedford**

**PAY: \$82,843 – \$103,562**

Manage and supervise planning operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. Provide professional planning and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commissions, civic groups and the public. Review all building permits and Certificates of Occupancy;



draft and review updates and revisions to the Zoning Code of Ordinances; work with developers and applicants to ensure efficient permitting process and quality process.

Master's Degree in planning or a closely related discipline. At least five years of experience in municipal planning or a closely related field. Any equivalent combination of education and experience. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Interested in applying? See full details and how to apply here.

### **Building Custodian – City of New Bedford**

**PAY: \$13.71hr-\$18.04hr**

Provides custodial and minor maintenance functions for municipal buildings. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure heating and ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, and heating, lighting, ventilation, and plumbing systems; performs related work in all assigned areas as required. Moves and sets up furniture and equipment.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14,

2013.

For more information please visit: [www.newbedford-ma.gov](http://www.newbedford-ma.gov).

## **Dispatcher – New Bedford Police Department**

**PAY: \$17.91hr – \$21.52hr**

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for assistance.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their availability to respond to calls for service and is always aware of assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures,

rules, regulations and laws.

High school graduate or GED equivalent. One to three years' experience in general office procedures, dealing with the public, computer knowledge and public safety preferred. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must pass an in-depth police background check. Ability to handle highly confidential and sensitive information with discretion and good judgment.

For more information, please visit:  
<http://www.newbedford-ma.gov/personnel/employment/employment-opportunities/>

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

### **Sr Systems Analyst – New Bedford Police**

**PAY: \$73,731 – \$92,170**

Manages all Police computer network, servers and equipment; installs and maintains department computers, printers, servers, cameras and radio equipment. Monitors and troubleshoot end user problems with software, hardware and network. Maintains a variety of Microsoft based databases and data in department storage.

Performs ongoing review of existing systems' software and hardware, and researches and quotes new software, hardware and

equipment to serve the needs of the department.

Oversees upgrades to 911 systems. Oversees and develops camera and video surveillance technology and analysis of emerging technology.

Investigates and resolves computer software problems of users; talks to users to learn procedures followed and source of error; answers questions, applying knowledge of computer software and procedures; researches problem and finds solution.

May be required to work nights and weekends as needed to complete project tasks or handle emergencies as they arise.

Bachelor's Degree in computer science or a related discipline. At least three years of experience in computer science, computer programming, software or related work experience. Any equivalent combination of education and experience.

Considerable knowledge of local area networks, Windows Server 2008, SQL Server 2005 & higher, vmware Virtualization, Active Directory, PowerShell, TCP/IP, SMTP, SNMP, DNS, DHCP, HTTP, FTP, Cloud Computing, Exchange 2010, SAN Storage, McAfee virus, Tyler Technologies, IMC Software, MUNIS Software and in surveillance camera technologies.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or email the Personnel Dept. at [personnel@newbedford-ma.gov](mailto:personnel@newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

### **Parking Supervisor – City of New Bedford**

**PAY: \$14.31-\$17.88/hr**

Enforces parking regulations and restrictions. Receives daily assignments, which determine assigned area of

responsibilities. Obtains information from the supervisor, or designee, requiring special attention. Patrols particular assigned areas at the supervisor's discretion. Check for any and all parking violations, including, but not limited to: expired meters, parking abusers, expired stickers/registration plates, "No Parking" areas, loading zones, time zones, fire hydrants, driveways, handicap parking and handicap ramps.

High school graduate or GED equivalent. Ability to read and write English. Ability to reference codes for specific violations. Possession of valid Massachusetts driver's license with a good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

### **Garage Attendant – City of New Bedford**

**PAY: \$13.99hr – \$18.51hr**

Maintains and performs minor repairs of all City vehicles. Road calls for flat tires, dead batteries and lockouts. Pumps gas and diesel fuel into cars, trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, maintains cleanliness of work area.

Must have valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14,

2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

Interested in applying? See full details and how to apply [here](#).

### **Seasonal Building Custodian – City of New Bedford**

**PAY: \$13.71/hr.**

Provides custodial and minor maintenance functions for municipal buildings. Performs custodial duties. Cleans, dusts, sweeps, buffs and washes floors; washes windows; changes light bulbs; polices grounds; sweeps sidewalks; mows lawns; removes snow and ice; maintains custodial equipment; empties waste receptacles; operates low pressure ventilating systems; orders custodial supplies; makes minor repairs to buildings, facilities, equipment, lighting, ventilation and plumbing systems. Operates pick-up trucks, dump trucks, and panel trucks with a rated capacity of three tons or under, and passenger automobiles. Operates power equipment or tools utilized by the department including, but not limited to, lawnmowers, weed whackers, leaf blowers, litter vacuums, hedge clippers, power pruners. Performs related work in all assigned areas as required. Moves and sets up furniture and equipment. Must be available on weekends.

High school graduate or GED equivalent preferred. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be

accepted until a suitable candidate is found. New Bedford has a residency requirement. EE0

Interested in applying? See full details and how to apply here.

### **Signal Maintainer – City of New Bedford**

**PAY: \$15.80 – \$21.52hr**

Installs, operates, repairs and maintains Municipal Signal Systems. This includes fire alarm and traffic signaling systems. May also assist and work closely with a Massachusetts registered Journeyman or Master electrician in performing electrical installations and repairs made in accordance with the National Electrical Code.

Trouble-shoots grounded, shorted and open circuits. Inspects, tests and repairs municipally connected master and street boxes. Repairs and replaces underground conduits, cables, aerial cables and wires. Transfers fire alarm cables and equipment from old to new utility poles. Repairs or replaces boxes, bells, registers, switches, relays, lights, switchboards, sirens, circuits and cables. May also perform maintenance of traffic signals and circuits. Trims and clears tree branches from aerial cables and wires.

Requires two years of paid experience. Graduation from a recognized vocational high school with a major in electrical shop may be substituted for the two years of experience. Must possess a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133

William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

## **Management Analyst – New Bedford Police**

**PAY: \$58,957 – \$73,703**

Performs technical, analytical and administrative duties related to crime and criminal intelligence. Researches, collects and analyzes data to identify and formulate conclusions about crime trends; assists in the development of proactive strategies and methods for the preventions and suppression of criminal activities.

Prepares summaries of crime statistics and reports on projections of long-term changes and crime trends, and assists with the developments.

Collects, analyzes and disseminates statistics; uses information gathered to assist in planning the development of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal activity.

Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation and potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins and other written reports.

Develops and maintains data bases relative to criminal activity that is easily accessed; audits and maintains crime analysis data. Applies all concepts of criminal, intelligence, analytical and administrative analysis to the concepts of



problem-oriented policing and Intelligence-led policing.

Bachelor's degree in criminology, criminal science, criminal psychology, GIS, criminal justice or related field preferred, and at least two years of experience as a crime analyst or other associated analyst field. Working knowledge of word processing, spreadsheet and database software; customer service techniques; functions of law enforcement.

Preferred Experience: two years' experience in law enforcement records; teletype familiarity; understanding of the National Incident Based Reporting System (NIBRS) and guidelines. Working experience in ArcGIS and/or Maptitude for mapping and data analysis software like SPSS, STATA, Matlab, Analyze as well as Data visualization software such as Tableau, InfoGram, Data Wrapper or similar types.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

### **Emergency Medical Technician – City of New Bedford**

**PAY: \$13.39hr – \$19.12hr**

Responds to given locations with lights and siren, driving in a defensive manner, obeying the rules of the road.

Working alongside a Paramedic, stabilizes patients at scene, i.e. CPR, airway management, control bleeding, assists in starting IV, splints body as needed using proper equipment to load patient into ambulance.

Prepares patient care reports contiguous with incidents to ensure continuity of care for the EMS Office, billing records and physician information.

Ensures that equipment is in proper places and in good working order, cleans equipment and patient care compartment in order to have the ambulance ready for the next response. Replaces stock used in the course of patient care as required.

Contacts the Dispatch Center in order to inform them of status relative to response, arrival, availability, deployment of additional resources for any other reason necessary for operation.

Minor vehicle maintenance, which includes washing; checking oil, water, fuel; washing floors and cleaning windows.

Attends re-certification classes in order to maintain certification.

Applicants must possess current certification as an Emergency Medical Technician (Ambulance) by the Massachusetts Department of Public Health, and current certification as a Healthcare Provider by the American Heart Association (M.G.L., Chapter 111c, sections 3 and 6). Must have a valid Massachusetts driver's license and good driving record.

This position is subject to re-certification by the State Office of Emergency Medical Service.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. EE0

New Bedford has a residency requirement.

### **Code Enforcement Inspector – New Bedford Health Department**

**PAY: \$15.80hr – \$21.52hr**

Minimizes environmental health and sanitation problems, and continues to decrease the rodent and vermin population within

the community by law enforcement and education. Conducts inspections, investigations and communication/outreach activities throughout the City to ensure compliance with State Sanitary Codes and numerous other State and local regulations.

Issues Violation Notices to achieve compliance with health codes. Initiates litigation against parties who fail to comply with departmental notices. Assists with performing inspections of eating and drinking establishments or dwellings used for human habitation to ensure compliance with laws and regulations. When assigned, may perform other duties pertaining to inspection or investigation of environmental health issues related to protection, analytical analyses, outreach and education.

Graduation from high school or GED equivalent. Must possess good verbal and written communication skills. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

### **Internal Coordinator – New Bedford Police Department**

**PAY: \$684.31wk**

Recruits, trains and supervises interns from area colleges. Provides evaluations for interns, feedback to school advisors and maintains program schedule. Maintains statistics and reports for the Domestic Violence Unit. Prepares quarterly reports as required by grant. Coordinates with civilian advocates in assessing victims through the restraining order

process.

Baccalaureate Degree within the Criminal Justice Field or studies in Humanities. Excellent communication skills, excellent interpersonal skills, reliable attendance, dependable/punctual, must have strong writing skills.

Possession of valid Massachusetts driver's license and good driving record.

For more information, please visit:

*Employment Opportunities*

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

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Have a job to add to the Hot Jobs List? Contact  
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