

HELP WANTED: City of New Bedford is hiring for a Watchperson position

LIBRARY WATCHPERSON

PAY: \$13.44-\$16.61

Provides security services on library premises in collaboration with library staff and the New Bedford Police Department. Patrols the interior and exterior public areas of the library to maintain orderly atmosphere conducive to a pleasant library experience. Responds to staff calls for assistance and initiates calls for assistance to the New Bedford Police and Fire Departments as needed. Understands and enforces library policies and procedures fairly, consistently and appropriately.

Treats all library customers with courtesy and respect and shows sensitivity to customers with special needs or problems. Documents incidents and submits reports as needed. Assists in emergency situations. Surveys facility for problems of security and hazardous conditions and reports them to the Library Director. Monitors and reviews video surveillance system as needed. Performs other duties as assigned.

High school diploma or GED equivalent required. Undergraduate coursework in criminal justice strongly preferred. Minimum of two years experience in security, public safety or law enforcement with significant public contact strongly preferred. Must have a positive customer service attitude, professional demeanor and the ability to be friendly, courteous and tactful with a diverse population. 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 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

HELP WANTED: P.A.C.E, Inc. Head Start Program is hiring for a Classroom Specialist

Salary: \$21.28 – \$25.00/hr.

Hours per Week: 30 – 40

Weeks per Year: 42 – 52

Requirements: Bachelor's or Master's degree required. The Classroom Specialist will be responsible for supporting the education staff in implementing and utilizing the Pyramid Model.

In addition, they will assist with children who are presenting challenging behaviors by coaching/modeling social and emotional techniques and strategies to the education staff and children. They will supervise assigned Floater Teacher's and Support Staff. Will assist the Children's Services Manager with record keeping, data entry and overall operation of the child development area of the Head Start Program.

Benefits: Benefit package includes; health insurance, dental and life insurance, 403B retirement, medical flexible spending account, excellent compensation for vacation time, personal time, sick time, and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: 5:00 p.m., Friday, July 28, 2017

Send cover letter and resume or application to:

P.A.C.E., Inc.
P.O. Box 5-626
New Bedford, MA 02742
Attn: Director of Human Resources

The South Coast Hot Jobs List – 23 July, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of 23 July, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Special Motor Equipment Operator – City of New Bedford

1A – GR 9

PAY: \$14.77 – \$21.80

Maintains equipment being used to keep equipment operating properly such as checking and changing all fluids when necessary, checking batteries and tires, changing filters, and performing all other related maintenance. Keeps equipment clean at all times. May perform the duties of a Motor Equipment Operator. These duties and responsibilities are required on a daily basis.

Conducts preventive maintenance on vehicles operated. Maintains appearance of vehicles to include, but not limited to, washing and waxing of vehicles as often as necessary. Greases equipment, checks tires and tire pressure daily.

Performs minor repairs on vehicles such as changing lights and wipers; performs circle check of vehicle equipment daily. Occasionally performs duties below job classification.

Must have a telephone. Subject to call for emergency work during any given twenty-four (24) hour work period, for any emergency the Commissioner feels would impair the safety of the general public, such as ice, snowstorms, rainstorms, hurricanes, etc. Required to notify Storm Control Superintendent when snow begins and immediately when black ice complaints come in.

Possession of a valid Massachusetts Class A CDL and Class 2A hoisting license issued by the Massachusetts Department of Public Safety for all equipment or vehicles in the department. Good driving record. Careful judgment in the mechanical operation of any assigned equipment and at least two years' experience in the operation and maintenance of specified heavy equipment.

For application/complete job description, please visit 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.

Animal Control Officer – City of New Bedford

PAY: \$16.89hr – \$25.86hr

POLICE DEPARTMENT

Investigate reported animal bites. Respond to calls concerning unleashed/unlicensed animals, dead animals, nuisance complaints, violations of City and State laws, and the penalties applicable as specified under Massachusetts General Laws (MGL) Chapter 140.

Assess injured animals. Provide emergency care and

transportation for injured wildlife and injured stray pets if no owner is present, and obtain medical treatment as required.

Compile and keep accurate records of all animal bites, stray dogs, nuisance reports and telephone calls pertaining to animal problems, including report writing and filing.

The availability of the Animal Control Officer is 24 hours a day to include emergencies, nights, weekends and holidays. Must possess a telephone.

High school graduate or GED equivalent; five years' paid experience working with animals or related field preferred; or any equivalent combination of education and experience.

Working knowledge of animal handling procedures/practices, and applicable Massachusetts laws/bylaws governing the control and regulation of animals. Portuguese/Spanish speaking preferred.

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

For application/complete job description, please visit 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.



Paramedic (EMS-2) – City of New Bedford

Emergency Medical Services – Paramedic (variable time) EMS-2

PAY: \$19.89hr

Examine, assess and stabilize patients at emergency scene, i.e., hemorrhage control, treatment for shock, immobilization of fractures, bandaging, proper treatment for burns, poisoning or drug overdose, deliver newborns, manage mentally disturbed patients, etc.

Obtain medical history, check vital signs; advise/inform Medical Control at the hospital of diagnostic indications. Perform definitive life support; administer treatment and utilize advanced life support equipment and procedures as directed by authorized physician and State treatment protocols, i.e., endotracheal intubations, defibrillation, synchronized cardioversion, nasogastric intubations, closed chest decompression, intravenous administration of drugs and fluids, external trans thoracic cardiac pacing, and interpret 12 lead EKG's, etc.

Respond to a wide range of emergency situations as required. Control scene of medical emergency; conduct triage, treatment and transportation at mass casualty incidents. Document pre-

hospital care received by patients to facilitate admission to health care facility. Prepare patients for transport; monitor patients in ambulance to maintain patient stability, administer additional treatment when necessary. Operate ambulances and other emergency vehicles as needed to and from scene of emergency.

Current certification as an Emergency Medical Technician-Paramedic by the Mass. DPH, and current certification as a CPR healthcare provider by the American Heart Association (M.G.L., Ch 111C, Section 3 and 6). Current certification in Advanced Cardiac Life Support by AHA. Subject to re-certification by the State Office of Emergency Medical Service.

One year of Paramedic experience preferred but not required.

Knowledge of pharmacology, and drugs used in advanced life support and possible reactions; Federal and State drug laws; pathophysiology; advanced human anatomy and physiology; medical telemetry; Advanced Life Support equipment; MGL, Ch 89, 90, and 111C; Mass. DPH re-certification requirements; regional communication protocols. Knowledge of major transportation routes in the locality, defensive and emergency driving procedures, emergency medical service vehicle limitations, local emergency medical service Point-of-Entry procedures.

Certain immunizations will be recommended and/or required prior to commencement of employment duties.

For application/complete job description, please visit 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.

Police Cadet – City of New Bedford

PAY: \$11.00hr-\$13.09hr

Assists Police Officers with administrative duties.

Maintains and files records, operates office machines, answers telephones, receives complaints, enters and indexes official documents, prepares routine reports, prepares and tabulates facts and figures for statistical purposes, and performs similar duties of an administrative rather than an enforcement types.

Shall not carry arms, nor shall he/she have any power of arrest other than that of an ordinary citizen.

Must be a New Bedford resident for the duration of employment. Cadet must be (eighteen) 18 years old. Employment is terminated on the Cadet's 25th birthday.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record.

Must be willing to work nights, weekends and holidays.

For application/complete job description, please visit 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.

Emergency Medical Technician – City of New Bedford

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 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.

Director of Purchasing Position – City Of New Bedford

PAY: \$75,493 – \$94,373

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures.

Evaluates departmental needs and formulates short-and long-range plans to meet needs in all areas of responsibility, including repairs and maintenance. Furnishes advice and guidance to department heads and/or city officials relative to assurance and structure of subcontracts to ensure that City's interests are properly protected; ensures incorporation of subcontract clauses in orders and documentation of files. Performs related work as required and assigned.

Associate's Degree in a related discipline to municipal purchasing. At least five years of experience in relation to municipal or government purchasing, or a related field. Any equivalent combination of education and experience. Massachusetts Certified Public Purchasing Official Program certificate required. Possession of a valid Massachusetts driver's license and good driving record. 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 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

Library Assistant – New Bedford (Temp-15 hours)

PAY: \$13.39/hr

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some nights and Saturdays. Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision, and observing all policies as outlined in the staff and circulation manuals. Strives to maintain harmonious working relationships by collaborating with co-workers, using courteous language and avoiding discussion of personal or staff issues in public areas.

This position performs a variety of clerical duties, which include: assistance in opening and closing department, typing and filing and assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary. Prepares and checks materials being loaned and checks in materials and packs materials to be sent via the carriers. Distributes mail to appropriate departments.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, good judgment, good physical condition, ability to type at least twenty words per minute. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision.

Establishes and maintains harmonious working relationships with others. Possession of a valid Massachusetts driver's license and good driving record preferred. 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 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

Child & Family Services – Emergency Services Clinical Therapist

Full-time, Part-time

We are looking for Masters level full-time, part-time or per diem employees for our Emergency Service Program . Emergency Services is an exciting and challenging program. These are great positions for recent Masters level graduates looking to hone their skills or the seasoned veteran looking for a challenge.

Available shifts: 1st, 2nd Shift and 3rd shifts; Per diem shifts (weekends preferred)

Qualifications

- * Masters degree in social work, psychology or related field
- * Must be licensed or license eligible
- * Experience with computers, specifically electronic health records systems
- * Ability to work a flexible schedule including weekends

Full description and how to apply here.

Cape Cod Distributors hiring for Non-CDL drivers

Non-CDL drivers needed – \$13.00/hour to start. Experience

helpful but not necessary. Health insurance and vacation package. Full time Year round work located in Wareham, MA.

- Full time or part time.
- Hours are third shift, Midnight to 7am.
- Driving box truck 12-15 thousand pounds. Isuzu NPR trucks. Delivering Dunkin Donuts product to stores. Some kitchen work required.
- Background check required, good driving record and drug test. Must pass physical for Medical Certificate.

Apply in person at 17 Kendrick Rd Wareham Ma 7am-10pm, seven days a week.

J.R. Clerk Typist

Normandin Middle School

Job Description

- Ability to relate to students, parents and staff.
- Self-motivated and flexible; must show demonstrated ability to set priorities and work with limited supervision.
- Capable of handling multiple tasks and paying attention to detail.
- Computer literacy essential with various programs – Aspen, Word and Excel.
- Processing of student records, meeting Federal and State Special Education Laws.
- Additional related duties as assigned.

CIVIL SERVICE POSITION REQUIRES NEW BEDFORD RESIDENCY

REPORTS TO: Principal

HOURS: 8:30a.m. – 4:00p.m., School Year position

TERMS: In accordance with the AFSCME Contract, Local 641

Equal Opportunity Employer

New Bedford Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis

of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

Full details and how to apply [here](#).

Full-Time Fulfillment Associate – Amazon Warehouse (Fall River)

Hourly Pay Rate: \$12.75-13.25

Let's sweeten the deal...

Health care benefits, starting day 1

401(k) with company match

Holiday and overtime pay

Paid time off

Restricted Stock Units (RSUs)

Employee discount

We'll support your educational and career goals with our Career Choice program.

For full details and how to apply [click here](#).

P.A.C.E, Inc. Head Start Program is hiring for a Classroom Specialist

Salary: \$21.28 – \$25.00/hr.

Hours per Week: 30 – 40

Weeks per Year: 42 – 52

Requirements: Bachelor's or Master's degree required. The Classroom Specialist will be responsible for supporting the education staff in implementing and utilizing the Pyramid Model.

In addition, they will assist with children who are presenting

challenging behaviors by coaching/modeling social and emotional techniques and strategies to the education staff and children. They will supervise assigned Floater Teacher's and Support Staff. Will assist the Children's Services Manager with record keeping, data entry and overall operation of the child development area of the Head Start Program.

Benefits: Benefit package includes; health insurance, dental and life insurance, 403B retirement, medical flexible spending account, excellent compensation for vacation time, personal time, sick time, and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: 5:00 p.m., Friday, July 28, 2017

Send cover letter and resume or application to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources

Clerk IV

Description

The mission of MassHealth is to improve the health outcomes of our diverse members, their families and their communities by providing access to integrated health care services that sustainably promote health, well-being, independence and quality of life.

Duties and Responsibilities (these duties are a general summary and not all inclusive):

- This position along with the others at the EDMC will be responsible for sorting the mail, prepping all incoming documents, scanning into the Captiva system and indexing the mail and efax/mfd to the proper envelope category.

- This position will access all data entry points to provide a timely response to all member correspondence with regard to eligibility determinations.
- Index, or categorize, various documents used to determine an applicant's eligibility.
- Scan documents into the Electronic Document Management System.
- Search and recover information from various automated systems in order to respond to inquiries or requests.
- Check for discrepancies between source documents keyed data.
- Receive and distribute incoming mail, messages, packages, etc.
- Enter data onto automated logs and spreadsheets.
- Operate standard office equipment, scanners and PC's.
- Review forms, applications, documents, correspondence for accuracy and completeness.
- Compile data for reports.
- Maintain and update activity logs that control daily assignments and workflow.
- Perform other related duties.

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Full job description:
https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=259720&src=JB-10080
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Front Desk Receptionist

Law Offices of William P. Orlacchio – New Bedford, MA

Answering telephone calls, greeting clients, light duty secretarial work, mail responsibilities, assisting staff.

Job Type: Full-time

Required education:

High school or equivalent

Required experience:

Receptionist: 1 year

Required language:

Spanish or Portuguese a plus!

Dental Receptionist – Dental Dreams (Fall River & New Bedford)

Dental Dreams is now hiring a Receptionist. Bilingual preferred. You must be available to work a variety of shifts from opening time to closing time Monday through Saturday.

Responsibilities:

The basic job duties are listed below and may change or require additional duties per management.

Receptionist Responsibilities:

- Follow all Start of Day procedures
- Maintain a high level of customer service at all times
- Work as part of a team with emphasis on communication
- Schedule patient appointments in accordance with monthly and daily patient goals
- Answer phones and confirm appointments
- Greet and check in patients
- Accurately verify dental benefits
- Maintain detailed patient records in a fast-paced environment
- Collect payments, co-payments and deductibles
- Create insurance claims and submit pre-authorizations to insurance companies on a timely basis
- Pull patient charts for future appointments when necessary
- Maintain a clean and professional office environment
- Assist with presenting and/or explaining treatment plans
- Follow all end of day procedures

Full job description **here**.

Enos Home Oxygen Therapy hiring for customer service

representative

Enos Home Oxygen Therapy is currently seeking a full-time Customer Service Representative .

After a 90 day, probationary period we offer the following benefits:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K Plan
- Paid Time Off

Responsibilities and Duties:

- o Answers incoming phone calls (within a minimum of 3 rings) in a pleasant and professional manner- takes customer orders.
- o Maintains open communication with patients/clients and referral sources.
- o Responds to patient/client questions and problems.
- o Services walk-in customers.
- o Assists in preparing driver routes, logs route changes, and driver communication on route sheets as they occur.
- o Sets up new patient/client files.
- o Verifies private insurance, Medicare, Medicaid coverage.
- o Keys direct sales invoices into the computer
- o Pulls and keys orders into the computer.
- o Prepares invoices for the following day's route deliveries.
- o Maintains rental files by verifying customer is still using equipment verifying Medicaid coverage each month and following up on Medicaid Pending patients
- o Types follow-up referral letters.
- o Complete incoming fax and mail orders in a timely manner
- o Performs other duties as requested.

Qualifications:

Education:

- o Graduate of an accredited high school.

Experience/Knowledge:

- o Previous data entry experience.
- o Typing and 10-key skills.
- o Excellent organizational and communication skills (verbal and written).
- o Excellent interpersonal and teamwork skills.
- o Ability to work well under pressure
- o Ability to maintain confidentiality and resolve conflict effectively and professionally.
- o Ability to multi-task, pay attention to detail, and excellent time management skills

Contact: Joanne in Human Resources for more information
508-742-0732 or send your resume to
employment@enoshomemedical.com.

Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.



Lead Elementary Teacher – Alma del Mar (New Bedford)

Lead teachers are the core of Alma's crew. Our lead teachers work in teams to make sure that every scholar in their grade level achieves at high levels and develops the habits they will need to succeed. Lead teachers are auteurs, creative leaders who stop at nothing to ensure that their scholars' learning experience is truly powerful...Want to apply? Full details and application process: **HERE**.

Laborer – Town of Dartmouth

laborer_ext_april_2017

Traffic Supervisor (Dartmouth, MA)

posting_traffic_supervisor_may2017

Civil Preparedness Director (Dartmouth, MA)

civil_preparedness_director

Videographer floater (New Bedford Cable Access)

NEW BEDFORD CABLE ACCESS

VIDEOGRAPHER FLOATER

\$13.00/HOUR NO BENEFITS (VARIABLE TIME)

The Videographer Floater is called on as-needed basis for assistance with overall operations. Assists Videographers in shooting, editing and airing various programs on the government and educational access channels. Demonstrates knowledge of equipment and responsibilities will result in more detailed assignments, as well as an increase in assignments.

Some experience in shooting and editing video, and/or enrollment in an Associate's Degree program for broadcasting,

TV production, mass communications, media, etc. preferred. Candidates must have a willingness to learn overall television production skills. Candidates also must have a flexible schedule as nights, weekends and holidays will be required. Candidates should also have knowledge of proper video equipment handling and maintenance including trouble shooting a plus.

Mandatory CORI (Criminal Offender Record Investigation) background checks per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit 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



Enos Home Medical is Looking for Summer Help – Assistant Delivery Technician

Responsibilities and Duties:

- o Assists, when necessary, the pulling of equipment and supplies from the warehouse as prescribed on patient/client delivery tickets.
- o Loads the equipment, oxygen systems, and related supplies on to a delivery vehicle.
- o Assists with pick up and delivery of rental equipment, as directed.
- o Returns and unloads returned rental equipment at the warehouse facility.
- o Assists in cleaning and disinfecting rental equipment. Assists in minor repair work.
- o Demonstrates timeliness, courtesy, sincerity and patience with dealing with customers.
- o Accepts other duties and activities as assigned.

Flexible schedule approximately 30 hours per week

Contact: Joanne in Human Resources for more information
508-742-0732 or send your resume to
employment@enoshomemedical.com



Multiple Positions – Dunkin' Donuts (New Bedford & Fairhaven)
Dunkin' Donuts is hiring for multiple positions in New Bedford

and Fairhaven. The job pays \$11 an hour plus tips! Benefits for employees that meet qualification include: Paid vacation & health insurance. Want to apply? Full details and application process: **HERE**.



Driver/Delivery Technician – Enos Home Oxygen & Medical Supply, Inc. (New Bedford)

Delivery, set-up, and pick up of DME equipment. Supplemental oxygen products and supplies to home care patients within a prescribed and assigned geographical area. Loads the equipment, oxygen systems, and related supplies on to a delivery vehicle...Want to apply? Full details and application process: **HERE**.



Physical Therapist – Community Nurse Home Care (New Bedford)

Supports the philosophy of the organization. Adheres to personnel policies. Performs a comprehensive physical therapy assessment including evaluation of patient's level of function. Develops a treatment plan including goals & actions appropriate to physical therapy deficits. Provides services in accordance with the plan of treatment. Refers patients to physical therapy assistant as appropriated and supervises physical therapy assistant according to agency policy and APTA guidelines...Want to apply? Full details and application process: **HERE**.



Arborist – City of New Bedford (New Bedford)

Serves as Arborist for the Greening the Gateway Cities (GGC) Program, which is a State-funded grant that lasts through June 30, 2019; assesses, plans, manages and implements tree care for public and private trees in accordance with the grant; plants, trims and removes trees along public spaces; conducts other large-scale vegetation management projects; responds to tree emergencies including downed trees and limbs...Want to apply? Full details and application process: **[HERE](#)**.



Project Coordinator (Engineering Division) – City of New

Bedford (New Bedford)

Prepares technical specifications for highway constructions, service maintenance work, water and wastewater treatment facilities, buildings and recreational facilities. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, Recycling... Want to apply? Full details and application process: **HERE**.

— Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

HELP WANTED: City of New Bedford is hiring for a Police Cadet position

PAY: \$11.00hr-\$13.09hr

Assists Police Officers with administrative duties.

Maintains and files records, operates office machines, answers telephones, receives complaints, enters and indexes official documents, prepares routine reports, prepares and tabulates facts and figures for statistical purposes, and performs similar duties of an administrative rather than an enforcement types.

Shall not carry arms, nor shall he/she have any power of arrest other than that of an ordinary citizen.

Must be a New Bedford resident for the duration of employment. Cadet must be (eighteen) 18 years old. Employment is terminated on the Cadet's 25th birthday.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record.

Must be willing to work nights, weekends and holidays.

For application/complete job description, please visit 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

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HELP WANTED: City of New Bedford seeking to fill Paramedic (EMS-2) position

Emergency Medical Services – Paramedic (variable time) EMS-2

PAY: \$19.89hr

Examine, assess and stabilize patients at emergency scene, i.e., hemorrhage control, treatment for shock, immobilization of fractures, bandaging, proper treatment for burns, poisoning or drug overdose, deliver newborns, manage mentally disturbed patients, etc.

Obtain medical history, check vital signs; advise/inform

Medical Control at the hospital of diagnostic indications. Perform definitive life support; administer treatment and utilize advanced life support equipment and procedures as directed by authorized physician and State treatment protocols, i.e., endotracheal intubations, defibrillation, synchronized cardioversion, nasogastric intubations, closed chest decompression, intravenous administration of drugs and fluids, external trans thoracic cardiac pacing, and interpret 12 lead EKG's, etc.

Respond to a wide range of emergency situations as required. Control scene of medical emergency; conduct triage, treatment and transportation at mass casualty incidents. Document pre-hospital care received by patients to facilitate admission to health care facility. Prepare patients for transport; monitor patients in ambulance to maintain patient stability, administer additional treatment when necessary. Operate ambulances and other emergency vehicles as needed to and from scene of emergency.

Current certification as an Emergency Medical Technician-Paramedic by the Mass. DPH, and current certification as a CPR healthcare provider by the American Heart Association (M.G.L., Ch 111C, Section 3 and 6). Current certification in Advanced Cardiac Life Support by AHA. Subject to re-certification by the State Office of Emergency Medical Service.

One year of Paramedic experience preferred but not required.

Knowledge of pharmacology, and drugs used in advanced life support and possible reactions; Federal and State drug laws; pathophysiology; advanced human anatomy and physiology; medical telemetry; Advanced Life Support equipment; MGL, Ch 89, 90, and 111C; Mass. DPH re-certification requirements; regional communication protocols. Knowledge of major transportation routes in the locality, defensive and emergency driving procedures, emergency medical service vehicle limitations, local emergency medical service Point-of-Entry

procedures.

Certain immunizations will be recommended and/or required prior to commencement of employment duties.

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New Bedford has a residency requirement.

HELP WANTED: City of New Bedford seeks to fill Special Motor Equipment Operator position

1A – GR 9

PAY: \$14.77 – \$21.80

Maintains equipment being used to keep equipment operating properly such as checking and changing all fluids when necessary, checking batteries and tires, changing filters, and performing all other related maintenance. Keeps equipment clean at all times. May perform the duties of a Motor Equipment Operator. These duties and responsibilities are required on a daily basis.

Conducts preventive maintenance on vehicles operated. Maintains appearance of vehicles to include, but not limited to, washing and waxing of vehicles as often as necessary. Greases equipment, checks tires and tire pressure daily.

Performs minor repairs on vehicles such as changing lights and wipers; performs circle check of vehicle equipment daily. Occasionally performs duties below job classification.

Must have a telephone. Subject to call for emergency work during any given twenty-four (24) hour work period, for any emergency the Commissioner feels would impair the safety of the general public, such as ice, snowstorms, rainstorms, hurricanes, etc. Required to notify Storm Control Superintendent when snow begins and immediately when black ice complaints come in.

Possession of a valid Massachusetts Class A CDL and Class 2A hoisting license issued by the Massachusetts Department of Public Safety for all equipment or vehicles in the department. Good driving record. Careful judgment in the mechanical operation of any assigned equipment and at least two years' experience in the operation and maintenance of specified heavy equipment.

For application/complete job description, please visit 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.

HELP WANTED: City of New Bedford is seeking to fill an

Animal Control Officer position

PAY: \$16.89hr – \$25.86hr

POLICE DEPARTMENT

Investigate reported animal bites. Respond to calls concerning unleashed/unlicensed animals, dead animals, nuisance complaints, violations of City and State laws, and the penalties applicable as specified under Massachusetts General Laws (MGL) Chapter 140.

Assess injured animals. Provide emergency care and transportation for injured wildlife and injured stray pets if no owner is present, and obtain medical treatment as required.

Compile and keep accurate records of all animal bites, stray dogs, nuisance reports and telephone calls pertaining to animal problems, including report writing and filing.

The availability of the Animal Control Officer is 24 hours a day to include emergencies, nights, weekends and holidays. Must possess a telephone.

High school graduate or GED equivalent; five years' paid experience working with animals or related field preferred; or any equivalent combination of education and experience.

Working knowledge of animal handling procedures/practices, and applicable Massachusetts laws/bylaws governing the control and regulation of animals. Portuguese/Spanish speaking preferred.

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

For application/complete job description, please visit 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.

The South Coast Hot Jobs List – 16 July, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of 16 July, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact leo@newbedfordguide.com.

Emergency Medical Technician – City of New Bedford

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 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.

Director of Purchasing Position – City Of New Bedford

PAY: \$75,493 – \$94,373

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures.

Evaluates departmental needs and formulates short-and long-range plans to meet needs in all areas of responsibility,

including repairs and maintenance. Furnishes advice and guidance to department heads and/or city officials relative to assurance and structure of subcontracts to ensure that City's interests are properly protected; ensures incorporation of subcontract clauses in orders and documentation of files. Performs related work as required and assigned.

Associate's Degree in a related discipline to municipal purchasing. At least five years of experience in relation to municipal or government purchasing, or a related field. Any equivalent combination of education and experience. Massachusetts Certified Public Purchasing Official Program certificate required. Possession of a valid Massachusetts driver's license and good driving record. 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 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

Library Assistant – New Bedford (Temp-15 hours)

PAY: \$13.39/hr

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some nights and Saturdays. Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. Contributes to the smooth operation of daily functions by completing assigned projects without

ongoing supervision, and observing all policies as outlined in the staff and circulation manuals. Strives to maintain harmonious working relationships by collaborating with co-workers, using courteous language and avoiding discussion of personal or staff issues in public areas.

This position performs a variety of clerical duties, which include: assistance in opening and closing department, typing and filing and assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary. Prepares and checks materials being loaned and checks in materials and packs materials to be sent via the carriers. Distributes mail to appropriate departments.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, good judgment, good physical condition, ability to type at least twenty words per minute. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others. Possession of a valid Massachusetts driver's license and good driving record preferred. 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 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

Child & Family Services – Emergency Services Clinical Therapist

Full-time, Part-time

We are looking for Masters level full-time, part-time or per diem employees for our Emergency Service Program . Emergency Services is an exciting and challenging program. These are great positions for recent Masters level graduates looking to hone their skills or the seasoned veteran looking for a challenge.

Available shifts: 1st, 2nd Shift and 3rd shifts; Per diem shifts (weekends preferred)

Qualifications

- * Masters degree in social work, psychology or related field
- * Must be licensed or license eligible
- * Experience with computers, specifically electronic health records systems
- * Ability to work a flexible schedule including weekends

Full description and how to apply [here](#).

English As Second Language

Job Description

- (1) ESL teaching position, assigned to New Bedford High School
- (1) ESL teaching position, assigned to Normandin Middle School
- (1) ESL teaching position, assigned to Keith Middle School

OBJECTIVE: The ESL teacher provides specialized instruction in designated schools and teaches English as a Second Language to English Language Learners (ELL) for the purposes of developing the students' ability to effectively perform courses of study in English and acquire the English language.

REPORT TO: School Principal/Headmaster and English Language Learners & Family Welcome Center Manager.

PERFORMANCE RESPONSIBILITIES:

1. Provides individualized and small group English as a Second Language (ESL) instruction to English Language Learners.
2. Plans, develops, and implements ESL instruction and Massachusetts English language proficiency standards (WIDA).
3. Provides effective ESL classroom techniques and instruction to enhance second language acquisition and to gain academic language.
4. Demonstrates effective techniques of classroom management, behavioral interventions, and communication to engage students.
5. Demonstrates cultural proficiency and use of effective and cultural relevant instructional practices.
6. Collaborates and communicates with the ELL students' content teacher(s) to align instruction. Support to ELL students' English language acquisition and classroom instructional needs (instructions, academic vocabulary, reading, writing support, and clarification of assignments).
7. Assists with the oversight and delivery of Massachusetts state test (ACCESS) and administers screening tests for initial identification of ELL students.
8. Prepares for and assists with organization of ELL students reclassification meetings for monitoring and for those ready to transition out of ELL services.
9. Attends professional English Language Acquisition meetings as well as serves on building or district committees.
10. Understands and complies with the state policies, rules, and regulations regarding English Language Learners.
11. Performs other job-related duties as assigned.

Full details and how to apply [here](#).

Cape Cod Distributors hiring for Non-CDL drivers

Non-CDL drivers needed – \$13.00/hour to start. Experience helpful but not necessary. Health insurance and vacation

package. Full time Year round work located in Wareham, MA.

- Full time or part time.
- Hours are third shift, Midnight to 7am.
- Driving box truck 12-15 thousand pounds. Isuzu NPR trucks. Delivering Dunkin Donuts product to stores. Some kitchen work required.
- Background check required, good driving record and drug test. Must pass physical for Medical Certificate.

Apply in person at 17 Kendrick Rd Wareham Ma 7am-10pm, seven days a week.

J.R. Clerk Typist

Normandin Middle School

Job Description

- Ability to relate to students, parents and staff.
- Self-motivated and flexible; must show demonstrated ability to set priorities and work with limited supervision.
- Capable of handling multiple tasks and paying attention to detail.
- Computer literacy essential with various programs – Aspen, Word and Excel.
- Processing of student records, meeting Federal and State Special Education Laws.
- Additional related duties as assigned.

CIVIL SERVICE POSITION REQUIRES NEW BEDFORD RESIDENCY

REPORTS TO: Principal

HOURS: 8:30a.m. – 4:00p.m., School Year position

TERMS: In accordance with the AFSCME Contract, Local 641

Equal Opportunity Employer

New Bedford Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender,

sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

Full details and how to apply [here](#).

Art Teacher – Keith Middle School

The New Bedford Public Schools is seeking a full time Visual Art Teacher to complement our growing team of arts educators.

RESPONSIBILITIES:

1. Be a creative and innovative educator with a philosophy that all students can demonstrate artistic skills and habits of mind
2. Have strengths in arts integration and visual thinking skills, possess knowledge of various movements, styles and world cultures' art.
3. Educators should have positive classroom management techniques, be responsive to student diversity, enjoy working in an urban setting and work well with colleagues, administrators and parents.
4. Excellent interpersonal, organizational and communication skills with colleagues, administrators and parents

Equal Opportunity Employer. New Bedford Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

Job Requirements

QUALIFICATIONS:

1. Licensed by the Department of Elementary and Secondary Education.
2. A demonstrated belief that each and every student can

achieve at high levels.

3. A demonstrated dedication to lifelong learning, reflection, and continued personal and professional growth.

4. Excellent written and verbal communication skills.

Reports to: Director of Fine Arts and Building Principal. Full details and how to apply here.

P.A.C.E, Inc. Head Start Program is hiring for a Classroom Specialist

Salary: \$21.28 – \$25.00/hr.

Hours per Week: 30 – 40

Weeks per Year: 42 – 52

Requirements: Bachelor's or Master's degree required. The Classroom Specialist will be responsible for supporting the education staff in implementing and utilizing the Pyramid Model.

In addition, they will assist with children who are presenting challenging behaviors by coaching/modeling social and emotional techniques and strategies to the education staff and children. They will supervise assigned Floater Teacher's and Support Staff. Will assist the Children's Services Manager with record keeping, data entry and overall operation of the child development area of the Head Start Program.

Benefits: Benefit package includes; health insurance, dental and life insurance, 403B retirement, medical flexible spending account, excellent compensation for vacation time, personal time, sick time, and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: 5:00 p.m., Friday, July 28, 2017

Send cover letter and resume or application to:

P.A.C.E., Inc.
P.O. Box 5-626
New Bedford, MA 02742
Attn: Director of Human Resources

Clerk IV

Description

The mission of MassHealth is to improve the health outcomes of our diverse members, their families and their communities by providing access to integrated health care services that sustainably promote health, well-being, independence and quality of life.

Duties and Responsibilities (these duties are a general summary and not all inclusive):

- This position along with the others at the EDMC will be responsible for sorting the mail, prepping all incoming documents, scanning into the Captiva system and indexing the mail and efax/mfd to the proper envelope category.
- This position will access all data entry points to provide a timely response to all member correspondence with regard to eligibility determinations.
- Index, or categorize, various documents used to determine an applicant's eligibility.
- Scan documents into the Electronic Document Management System.
- Search and recover information from various automated systems in order to respond to inquiries or requests.
- Check for discrepancies between source documents keyed data.
- Receive and distribute incoming mail, messages, packages, etc.
- Enter data onto automated logs and spreadsheets.
- Operate standard office equipment, scanners and PC's.
- Review forms, applications, documents, correspondence for accuracy and completeness.

- Compile data for reports.
- Maintain and update activity logs that control daily assignments and workflow.
- Perform other related duties.

Full job description:
<https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=259720&src=JB-10080>

Front Desk Receptionist

Law Offices of William P. Orlacchio – New Bedford, MA

Answering telephone calls, greeting clients, light duty secretarial work, mail responsibilities, assisting staff.

Job Type: Full-time

Required education:

High school or equivalent

Required experience:

Receptionist: 1 year

Required language:

Spanish or Portuguese a plus!

Assistant Behavior Analyst (18.22)

Overview:

Under supervision of the Director of Clinical Services, the Assistant Behavior Analyst/Behavior Specialist will support the implementation of behavior support plans, attend meetings, and provide technical assistance with behavioral issues as needed. The position requires proficiency with the delivery of behavior analytic and/or therapeutic services and supports to individuals with developmental/intellectual disabilities within their natural environments. Must be able to effectively

collaborate and communicate with administrative and clinical staff, the residential program, and participating providers/organizations. Maintains compliance with Department of Developmental Services (DDS) regulations, and will support/train staff as needed.

Responsibilities:

Provides and/or supports the delivery of a continuum of comprehensive behavior analytic services and supports to individuals with developmental/intellectual disabilities within their natural environments (at varying levels of intensity as per DDS regulations).

Develops and maintains supporting working relationships with the individual's families/guardians.

Conduct functional behavior assessments.

Implements and monitors behavioral interventions designed by supervising behavior analyst/licensed clinician to reduce challenging behavior or to promote acquisition of replacement skills. May also design behavioral interventions in familiar cases (e.g., similar to those encountered during training).

Provides staff/caregiver training, coaching, and on-site technical assistance in order to ensure accurate behavior support plan implementation.

Provides on-site oversight of behavior support plan implementation on a regular basis (minimum of monthly visits).

Full job description [here](#).

Enos Home Oxygen Therapy hiring for customer service representative

Enos Home Oxygen Therapy is currently seeking a full-time Customer Service Representative .

After a 90 day, probationary period we offer the following

benefits:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K Plan
- Paid Time Off

Responsibilities and Duties:

- o Answers incoming phone calls (within a minimum of 3 rings) in a pleasant and professional manner- takes customer orders.
- o Maintains open communication with patients/clients and referral sources.
- o Responds to patient/client questions and problems.
- o Services walk-in customers.
- o Assists in preparing driver routes, logs route changes, and driver communication on route sheets as they occur.
- o Sets up new patient/client files.
- o Verifies private insurance, Medicare, Medicaid coverage.
- o Keys direct sales invoices into the computer
- o Pulls and keys orders into the computer.
- o Prepares invoices for the following day's route deliveries.
- o Maintains rental files by verifying customer is still using equipment verifying Medicaid coverage each month and following up on Medicaid Pending patients
- o Types follow-up referral letters.
- o Complete incoming fax and mail orders in a timely manner
- o Performs other duties as requested.

Qualifications:

Education:

- o Graduate of an accredited high school.

Experience/Knowledge:

- o Previous data entry experience.
- o Typing and 10-key skills.
- o Excellent organizational and communication skills (verbal

and written).

- o Excellent interpersonal and teamwork skills.
- o Ability to work well under pressure
- o Ability to maintain confidentiality and resolve conflict effectively and professionally.
- o Ability to multi-task, pay attention to detail, and excellent time management skills

Contact: Joanne in Human Resources for more information
508-742-0732 or send your resume to
employment@enoshomemedical.com.

Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.



Lead Elementary Teacher – Alma del Mar (New Bedford)

Lead teachers are the core of Alma's crew. Our lead teachers work in teams to make sure that every scholar in their grade level achieves at high levels and develops the habits they

will need to succeed. Lead teachers are auteurs, creative leaders who stop at nothing to ensure that their scholars' learning experience is truly powerful...Want to apply? Full details and application process: **HERE**.

Water Waste Treatment Plant Operator (Dartmouth, MA)

wwtp_operator2

Traffic Supervisor (Dartmouth, MA)

posting_traffic_supervisor_may2017

Civil Preparedness Director (Dartmouth, MA)

civil_preparedness_director

Videographer floater (New Bedford Cable Access)

NEW BEDFORD CABLE ACCESS

VIDEOGRAPHER FLOATER

\$13.00/HOUR NO BENEFITS (VARIABLE TIME)

The Videographer Floater is called on as-needed basis for assistance with overall operations. Assists Videographers in shooting, editing and airing various programs on the government and educational access channels. Demonstrates knowledge of equipment and responsibilities will result in more detailed assignments, as well as an increase in assignments.

Some experience in shooting and editing video, and/or enrollment in an Associate's Degree program for broadcasting, TV production, mass communications, media, etc. preferred. Candidates must have a willingness to learn overall television production skills. Candidates also must have a flexible schedule as nights, weekends and holidays will be required.

Candidates should also have knowledge of proper video equipment handling and maintenance including trouble shooting a plus.

Mandatory CORI (Criminal Offender Record Investigation) background checks per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit 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

CITY OF NEW BEDFORD

EMERGENCY MEDICAL SERVICES

EMERGENCY MEDICAL TECHNICIAN (variable time) \$13.39hr

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 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 Registrar (City of New Bedford)

CITY OF NEW BEDFORD

WATER REGISTRAR \$51,655 – \$64,574

DEPARTMENT OF PUBLIC INFRASTRUCTURE

Manages and supervises the billing and collections of 24,000 water and sewer accounts monthly. Provides excellence in customer service, ensuring that the staff does as well, and maintains accurate and reliable account records.

Manages full cycle accounts receivable: ensuring that collections are strong; reconciles accounts receivable to City's ledger, taking actions when collections are not strong (initiating and managing shutoff procedures, lien procedures, etc). Prepares department's receivables for annual audit.

Provides excellence in customer service to the public and ensures that the staff has proper customer service skills. Prepares Standard Operating Procedures and updated policies, and ensures they are effectively implemented, and generally assists in the department's overall goal of digitizing records and creating streamlined processes.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Bachelor's Degree preferred. Knowledge of, or ability to quickly learn, customer and revenue account structure, including knowledge of bill codes and how they function within the City's ledger. Knowledge of collection trends necessary to accurately prepare projections. 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 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



Enos Home Medical is Looking for Summer Help – Assistant Delivery Technician

Responsibilities and Duties:

- o Assists, when necessary, the pulling of equipment and supplies from the warehouse as prescribed on patient/client delivery tickets.
- o Loads the equipment, oxygen systems, and related supplies on to a delivery vehicle.
- o Assists with pick up and delivery of rental equipment, as directed.
- o Returns and unloads returned rental equipment at the warehouse facility.
- o Assists in cleaning and disinfecting rental equipment. Assists in minor repair work.
- o Demonstrates timeliness, courtesy, sincerity and patience with dealing with customers.
- o Accepts other duties and activities as assigned.

Flexible schedule approximately 30 hours per week

Contact: Joanne in Human Resources for more information
508-742-0732 or send your resume to
employment@enoshomemedical.com

Help Wanted: P.A.C.E Head Start Program – Lead Teacher



Experienced and enthusiastic Early Childhood Lead Teacher needed to work in our accredited comprehensive Head Start Program. Candidates must have a Bachelor's degree in Early Childhood Education or a related field with proper coursework. Must also possess Lead Teacher qualifications through the Department of Early Education and Care, or possess the requirements to attain this credential.

Responsibilities include supervision of a pre-school aged classroom of children. Must be capable of developing and implementing appropriate curriculum, as well as, assessing and individualizing for young children. Applicants should be knowledgeable about developmentally appropriate practice,

positive interactions, and early learning frameworks for pre-school aged children. Candidate should be eager to plan engaging classroom activities, motivate parents and guardians to engage in their child's learning, and possess the skills to communicate effectively in a variety of means with children, families, co-workers, and managers concerning program operations.

Salary: \$18.42 – \$21.02/hr.

Hours per week: 40

Weeks per year: 39 – 52

Benefit package includes; health insurance, dental and life insurance, 403B retirement, medical flexible spending account, excellent compensation for vacation time, personal time, sick time, and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: 5:00 p.m., Monday, June 26, 2017

Send cover letter and resume or application to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources



PAY: \$12.74hr – \$17.88hr

DEPARTMENT OF PUBLIC INFRASTRUCTURE

Prepares graves for the burial of the deceased as well as maintenance of cemetery grounds.

Cuts, trims and performs general care of lawn areas; digs and backs graves. Sets up graves with artificial grass and lowering device. Rakes leaves; prunes and trims overgrown brush. Shovels snow. Assists with the maintenance and repair of highway system.

Subject to call seven days a week/twenty-four hours a day for emergency work.

Graduation from a high school or GED equivalent preferred. Possession of a valid Massachusetts driver's license. Possession of a Commercial Driver's License (CDL) a plus. Ability to operate riding mowers, gas-powered lawn mowers, weed-eaters, jackhammers, chainsaws, gas-powered snow blowers, various hand tools.

For application/complete job description, please visit 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.



Multiple Positions – Dunkin' Donuts (New Bedford & Fairhaven)

Dunkin' Donuts is hiring for multiple positions in New Bedford and Fairhaven. The job pays \$11 an hour plus tips! Benefits for employees that meet qualification include: Paid vacation & health insurance. Want to apply? Full details and application process: **[HERE](#)**.



Driver/Delivery Technician – Enos Home Oxygen & Medical Supply, Inc. (New Bedford)

Delivery, set-up, and pick up of DME equipment. Supplemental oxygen products and supplies to home care patients within a prescribed and assigned geographical area. Loads the equipment, oxygen systems, and related supplies on to a delivery vehicle...Want to apply? Full details and application process: **HERE**.



Physical Therapist – Community Nurse Home Care (New Bedford)

Supports the philosophy of the organization. Adheres to personnel policies. Performs a comprehensive physical therapy assessment including evaluation of patient's level of function. Develops a treatment plan including goals & actions appropriate to physical therapy deficits. Provides services in accordance with the plan of treatment. Refers patients to physical therapy assistant as appropriated and supervises physical therapy assistant according to agency policy and APTA guidelines...Want to apply? Full details and application process: **HERE**.



Private Home Care Aide – Community Nurse Home Care (New Bedford)

Supports the philosophy of the agency and complies with agency policies. Accepts only assignments for which qualified. Communicates with the agency about problems in the home and concerns of client abuse or neglect. Completes required documentation accurately on a timely basis. Maintains a personal code of ethics and respects the confidentiality of the client and the family. Maintains a therapeutic relationship with client while not engaging in discussions of personal problems and opinions with client... Want to apply? Full details and application process: **HERE**.



Waterfront Visitor Center Staff – City of New Bedford (New Bedford)

Serves as City Ambassador to all visitors at the Wharfinger Visitors' Center on Pier 3. Serves as coordinator for the Seaport Cultural District Summer Thursday Night programming. Greets each visitor on arrival and offers visitors an explanation of the historical exhibits in the Visitors' Center, and information regarding other attractions and amenities in the City. Requests each visitor to sign the visitors' log book and tracks daily visitation...Want to apply? Full details and application process: **HERE**.



Arborist – City of New Bedford (New Bedford)

Serves as Arborist for the Greening the Gateway Cities (GGC) Program, which is a State-funded grant that lasts through June 30, 2019; assesses, plans, manages and implements tree care for public and private trees in accordance with the grant; plants, trims and removes trees along public spaces; conducts other large-scale vegetation management projects; responds to tree emergencies including downed trees and limbs...Want to apply? Full details and application process: **HERE**.



Project Coordinator (Engineering Division) – City of New Bedford (New Bedford)

Prepares technical specifications for highway constructions, service maintenance work, water and wastewater treatment facilities, buildings and recreational facilities. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, Recycling... Want to apply? Full details and application process: **HERE**.

— Have a job to add to the Hot Jobs List? Contact leo@newbedfordguide.com.

HELP WANTED: City of New Bedford is seeking to fill Library Assistant Position

LIBRARY ASST 1 (TEMP) 15 HOURS

PAY: \$13.39/hr

Assists in the daily operations of the Circulation Desk, monitors the borrowing of materials and performs related public service duties as required. Must be available some nights and Saturdays. Provides courteous public service at the circulation desk by responding promptly to patron requests according to established procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Makes the library collection accessible by following established circulation and cataloging procedures. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision, and observing all policies as outlined in the staff and circulation manuals. Strives to maintain harmonious working relationships by collaborating with co-workers, using courteous language and avoiding discussion of personal or staff issues in public areas.

This position performs a variety of clerical duties, which include: assistance in opening and closing department, typing and filing and assisting in maintaining appropriate security on ground floor when reporting inappropriate patrons' behavior

to Librarian. May assist in collecting, recording and transferring all monies (cash or checks, in person or by mail) coming in, ordering supplies and calling repair services when necessary. Prepares and checks materials being loaned and checks in materials and packs materials to be sent via the carriers. Distributes mail to appropriate departments.

High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, good judgment, good physical condition, ability to type at least twenty words per minute. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others. Possession of a valid Massachusetts driver's license and good driving record preferred. 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 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

HELP WANTED: City of New Bedford is seeking to fill a

Director of Purchasing Position

PAY: \$75,493 – \$94,373

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures.

Evaluates departmental needs and formulates short-and long-range plans to meet needs in all areas of responsibility, including repairs and maintenance. Furnishes advice and guidance to department heads and/or city officials relative to assurance and structure of subcontracts to ensure that City's interests are properly protected; ensures incorporation of subcontract clauses in orders and documentation of files. Performs related work as required and assigned.

Associate's Degree in a related discipline to municipal purchasing. At least five years of experience in relation to municipal or government purchasing, or a related field. Any equivalent combination of education and experience. Massachusetts Certified Public Purchasing Official Program certificate required. Possession of a valid Massachusetts driver's license and good driving record. 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 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