

Help Wanted: City of New Bedford hiring an Account Clerk

CITY OF NEW BEDFORD

ACCOUNT CLERK \$13.78 – \$19.91/hr

FACILITIES & FLEET MANAGEMENT

Maintains department accounts and payroll. Provides clerical support. Applies basic accounting principles in maintaining financial accounts and records; may be required to prepare payroll and maintain personnel records; makes general ledger entries; accounts for receipt and disbursement of cash transactions and cash accounts; reconciles cash books; operates adding machines and computers; answers telephones; operates simple calculators in connection with this work. Performs clerical work of ordinary difficulty.

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two years of increasingly responsible related experience; or any equivalent combination of education and experience.

Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to work under pressure and/or frequent interruptions. Knowledge of personal computers and computer programs such as Microsoft Office Word, Microsoft Office, Outlook and Excel. 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

Help Wanted: City of New Bedford hiring a Project Coordinator (Engineering Division)

POSITION: PROJECT COORDINATOR (Engineering Division)

LEVEL: GRADE 12 \$16.89hr – \$25.86hr

DEPARTMENT: PUBLIC INFRASTRUCTURE

FUNCTION: Interprets engineering data by applying knowledge of engineering principles in order to meet project objectives.

SUPERVISION RECEIVED: Works under the general supervision of the Supervising Civil Engineer or employee of higher grade.

SUPERVISION EXERCISED: May exercise supervision of lower level technical and/or professional employees.

RESPONSIBILITIES: 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, and the City's Geographical Information System (GIS), as well as other

special projects. Keeps abreast of changes and developments in the civil engineering discipline by attending conferences, meetings and seminars.

Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS: Must have attained knowledge equivalent to at least three years of full-time, or equivalent part-time, technical or professional experience in Civil Engineering work in such areas as construction design, transportation, sanitary, drafting, environmental, highway, architectural, airport, soils and materials of which at least one year must have been in a professional capacity; or any equivalent combination of the required experience and education. Degree in Civil Engineering preferred.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license with good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

PHYSICAL AND ENVIRONMENTAL STANDARDS: Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes, continuous 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. May require the exercise of caution when operating equipment or handling chemicals or other toxic materials and utilization of proper sanitary precautions when handling any potential hazards.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

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 employers and requirements of the job change.

Help Wanted: City of New Bedford hiring a Building Custodian

CITY OF NEW BEDFORD

BUILDING CUSTODIAN \$12.43hr – \$17.42hr

FACILITIES & FLEET MANAGEMENT

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.

High school graduate or GED equivalent preferred; any combination of experience and training that demonstrates the knowledge and experience to perform the work. Working knowledge of equipment, materials and supplies used in

building and grounds maintenance and minor repairs; some knowledge of first aid and applicable safety precautions; skill in operation of listed tools and equipment; ability to work independently and complete daily activities according to work schedule; ability to lift heavy objects, and walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions; ability to establish effective working relationships.

Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Must possess an elevator operator license from the Commonwealth of Massachusetts or have the ability to obtain one within six months of the date of employment. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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**HELP WANTED: Community
Foundation of Southeastern
Massachusetts Is Hiring For A**

Director of Development Position

The Community Foundation of Southeastern Massachusetts, founded in 1995, strives to mobilize philanthropy by matching donors and resources with community needs for the benefit of our region. The Community Foundation serves thousands of people who share a common concern – improving the quality of life in Southeastern Massachusetts.

Since its founding, the Community Foundation has distributed more than \$23 million from 225 funds to a wide range of humanitarian, educational and cultural organizations in the region. As it enters its third decade the Community Foundation is going through a change in leadership and is seeking to build a staff to meet today's challenges while building a foundation for the future.

The Director of Development is a new position at the Community Foundation. The Director will provide overall management and direction for the Foundation's annual fundraising, marketing and communication efforts, as well as being the primary liaison to current and potential donors, businesses and private foundation funders. The Director will be responsible for raising a minimum of \$300,000 in operating dollars annually. The Director will also work closely with the President to attract and secure new funds with a focus on increasing the discretionary assets of the Foundation.

This full-time, exempt position is based in New Bedford, reports to the President and oversees the one part-time communications position.

The Director will be a member of the Leadership Team and along with the President will work closely with the Chair of the Development Committee, the Board Chair and the Board of

Trustees. The Director will also have oversight of a part-time Communications Director.

A successful Director of Development at the Foundation will bring a strong passion for and understanding of the work of philanthropy, a love of Southeastern Massachusetts, a drive to elevate the current work of the Foundation, a deep commitment to teamwork and personal initiative, and a great sense of humor.

Specific responsibilities include:

- Build relationships with high-net worth individuals and directly solicit gifts for the operations and programs of the Foundation.
- Create and execute, with support from the President, a plan for engaging professional advisors and other resources in order to create pipeline of potential new funds, including donor advised funds, bequests, scholarships, field of interest funds and discretionary funds.
- Supervise the Communications Director and oversee all aspects of the Foundation's communications and marketing effort, including developing messaging to targeted audiences, collateral material development and sponsorship materials.
- Oversee the creation of a website that is an effective means for engaging the community, donors, fund advisors, and grant-seekers.
- Oversee all aspects the Annual Fund.
- Build a case for corporate support, develop relationships and solicit direct support.
- Write grants to select private foundations for sponsorships, project support and operating support. Conduct research on potential foundation funders and cultivate relationships with private foundations.
- Be responsible for the overall management of the annual

Summer's Last Blast fundraising event, including sponsorships from individuals, businesses and corporations.

- Build long-term and lasting relationships with donors through the cultivation cycle of stewardship with special emphasis on building a donor recognition program.
- Be the staff support to the Board of Trustees Development Committee.
- Effectively use the foundations information management system (FIMS). Supervise staff in updating the systems on a regular basis. Provide reports to the President and Board as needed.

Minimum Requirements:

Education and Experience:

- Minimum 5 years' experience in fundraising/high-end customer service
- Minimum 3 years' management experience
- Foundation experience preferred
- Bachelor's degree preferred and/or relevant professional training

Skills/Qualifications:

- High level of comfort with diverse audiences
- Excellent Microsoft word, Excel, Power Point and Outlook skills
- Highly organized with ability to multi- task
- Excellent writing and public speaking skills
- Clear and effective communicator
- Team player
- Confidentiality
- A sense of humor

Other:

- Flexibility to work nights and weekends.
- Other duties as assigned.

Working Conditions:

- Normal office conditions.

Please Note: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Application Process:

Please email your cover letter, including salary requirement, and resume to jvasconcellos@cfsema.org. We are only considering applications that submitted through email. Please name your documents as follows: LAST NAME – RESUME and LAST NAME – COVER LETTER.

Applications will be accepted on a rolling basis until the position is filled. No phone calls please.

The Community Foundation of Southeastern Massachusetts is committed to the principles of equal employment opportunity and to compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, nation origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or liability for service in the United States Armed Forces.

The Community Foundation of Southeastern Massachusetts is an Equal Opportunity Employer.

Help Wanted: City of New Bedford hiring Parking Supervisor

CITY OF NEW BEDFORD

PARKING SUPERVISOR \$14.31 – \$17.88/hr

TRAFFIC COMMISSION

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.

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HELP WANTED: Child & Family Services Seeking To Fill Multiple Positions

Emergency Services Clinicians

NEW BEDFORD-We are looking for 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 graduates looking to hone their skills or the seasoned veteran looking for a challenge.

Available shifts: 1st Shift, 2nd Shift and Overnight positions

Job Code: ESCNB1

Qualifications

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

Responsibilities

The following responsibilities are not meant to be all inclusive and may be adjusted to meet the agency's needs.

- Complete intake data form by telephone or in person either on site or at outreach locations
- Confirm health care coverage
- Conduct comprehensive mental health status exam utilizing an admissions/screening instrument which

includes providing a diagnosis in accordance with the DSM IV and DSM V

- Telephone screening and consultations
- Understanding of different treatment modalities that can be applied to stabilize clients in their home and prevent hospitalization
- Consult with clinic director/administrator on call and or consulting psychiatrist prior to disposition plan to include outpatient services, hospitalization or hospital diversion
- Participate in regularly scheduled clinical supervision, staff meetings, staff development and training curriculum

View Available Benefits

If you are interested in applying for this position online, you can do so [here](#)

Clinician – In-Home Therapy

FALL RIVER, MA—Child & Family Services is looking for a full-time, 40 hour per week, In-home therapy clinician. In-Home Therapy is a structured, consistent, strengths-based therapeutic relationship between a licensed clinician and the youth and family for the purpose of meeting the youth's behavioral health needs, including improving the family's ability to provide effective support for the youth to promote his/her healthy functioning within the family. Interventions are designed to enhance the family's capacity to improve the youth's functioning in the home and community and may prevent the need for the youth's admission to an inpatient hospital, residential treatment facility or other treatment setting.

JOB CODE: FRIHT01

Qualifications:

- Masters Degree in psychology, social work or a related field from an accredited educational institution
- Experience in adolescent/family and intensive home-based family interventions
- Able to provide clinical care and support toward effort to prevent hospitalization and maintain youth safely in community
- A valid drivers license and reliable transportation
- Ability to work some evenings and a weekend day preferred

Responsibilities:

The following responsibilities are not meant to be all inclusive and may be adjusted to meet the agency's needs.

- Provide direct diagnostic, crisis intervention and treatment services including behavioral strategies within a therapeutic relationship to assist persons to achieve stabilization with the family
- Utilize diagnostic skills involving practical knowledge of the DSM-IV and DSM V and family assessment tools
- Aggression outreach, tracking and follow-up
- Maintain production expectations and record keeping requirements
- Behavioral management training
- Provide diagnostic and treatment consultation to other agency programs and community agencies
- Provide family therapy
- Participate in appropriate clinical and administrative staff meetings
- Participate in independent education and training opportunities
- Training assistance in decision-making, vocational guidance, skill building, problem solving, and support in both crisis and non-crisis situations

View Available Benefits

If you are interested in applying for this position online, you can do so here

Clinician – School-based

NEW BEDFORD, MA—We are looking for a school-based clinician for our busy Pleasant St. Clinic. We have the option of a full-time position with quarterly incentives based on production, or a full-time fee-for-service position.

JOB CODE: NBCL1

Qualifications:

- Masters level degree in counseling, psychology, social work or a related field from an accredited educational institution
- Must be licensed
- Experience with computers, specifically Electronic Health Records systems

Responsibilities:

The following responsibilities are not meant to be all inclusive and may be adjusted to meet the agency's needs.

- Conduct five to six individual sessions per day at the school covering topics such as developing social skills, anger management, peer-to-peer relations, and others as the need and/or interest arises from the school
- Assess, diagnose, and provide therapeutic treatment following an individualized treatment plan
- Provide family therapy and make collateral contacts on a regular basis
- Attend School Based Monthly Meeting

- Represent the agency in a positive manner and network well with the school personnel
- Provide ongoing therapeutic services for students
- Provide direct diagnostic, crisis intervention and treatment services using bio-psychosocial methods within a therapeutic relationship to assist person(s) to achieve a higher level of functioning
- Utilize diagnostic skills involving practical knowledge of the DSM IV and DSM V
- Participate in multi-disciplinary team as needed
- Participate in appropriate clinical and administrative staff meetings
- Participate in weekly/bi-weekly supervision with supervisor

View Available Benefits

If you are interested in applying for this position online, you can do so [here](#)

HELP WANTED: Child & Family Service Is Hiring For A Mobile Crisis Clinician Position

Child & Family Services is looking for a Masters Level, 40 hr per week, Mobile Crisis Intervention Specialist (MCIS) for our New Bedford Emergency Services. The MCIS will use their knowledge of and experience with utilizing CBHI services and the Wraparound process to provide clinical care and support to youth and their families and to prevent hospitalization and

stabilize youth in the community. **\$1000 dollar sign on bonus**

JOB CODE: MCINB2

Qualifications

- Master's degree in social work, psychology, or related field
- Must be professionally licensed or license eligible in the state of Massachusetts
- Experience with computers, specifically Electronic Health Records systems
- Ability to work a flexible schedule, including nights and weekends
- At least one year experience working with youth and their families in a clinical role
- Possess a valid driver's license and reliable transportation

Responsibilities

The following responsibilities are not meant to be all inclusive and may be adjusted to meet the agency's needs.

- Provide brief solution focused interventions and reassess current level of need with youth waiting for higher level of care treatment
- Post crisis evaluation over the course of a six day intervention period for youth deemed appropriate to return to the community
- Provide brief solution focused interventions
- Work collaboratively with family partners to provide resources/referrals, support, and psychoeducation to families
- Attend community based meetings in conjunction with youth, their families, and providers to assist with advocacy and addressing safety concerns
- Complete collateral contacts with a youth's providers

- For youth not involved with ICC, provide a bridge service of care coordination while a referral is being made
- Assist with safety planning over the course of the six day intervention period and outside the evaluation/intervention period

View Available Benefits

If you are interested in the position and want to apply online, you can do so [here](#).

PACE is seeking candidates for their Board of Directors

Candidates will be elected to serve as low income representatives through a new election process during the month of March. Candidates must be residents of the City of New Bedford, be at least 18 years old and submit a candidate profile before February 15, 2017. The election of candidates to the PACE Board will occur during the month of March as PACE clients and other low income City residents will be voting at the Main Office of PACE at 166 William Street during regular business hours.

Any low income resident of New Bedford is eligible to vote in this new election process and may request a ballot any time during regular business hours during the month of March. Proof of low income status is required for low income voters who are not clients of a PACE program. Low Income Board representatives are eligible for a \$25 stipend for each Board meeting attended to cover transportation and child care costs.

Candidate Profile forms can be obtained at the Main Office of PACE, at 166 William Street during regular business hours. Proof of residency of New Bedford is required. Completed Candidate Profiles must be received by the PACE Election Committee, located at 166 William Street, New Bedford by 4 PM on Wednesday, February 15, 2017. All qualified candidates for election will be placed on a ballot with their Candidate Profile. Candidates receiving the highest number of votes will be elected to serve on the PACE Board.

People Acting In Community Endeavors Inc., (PACE) The Community Action Agency for the Greater New Bedford Area, is entering its thirty fifth year of service to the community. The Agency serves the towns of Acushnet, Dartmouth, Fairhaven, Marion, Mattapoisett and Rochester as well as the city of New Bedford.

PACE, as it is known today, was incorporated on May 2, 1982, as a private Not For Profit Organization. The community selected the Board of Directors, with the mission of establishing an organization that would advocate for low-income people and aggressively seek out funding to reduce the problems that the low-income population in New Bedford. The Board oversees the work of the Agency and charts its course for the future.

PACE offers FREE services to the community through its Programs including;

- Housing Search for the homeless or tenancy issues.
- Fuel Assistance for payment assistance associated with home heating bills
- Emergency Food Bank
- Head Start for income eligible families for early care educational instruction
- Child Care Works for educational development and Child Care Services
- The Family Center for parent and family support services

- Youth Build for “at risk youth” focusing on educational and community service
- Health Access Services for the uninsured
- Tax Assistance Program through VITA
- The Clemente Course in the Humanities
- Grassroots support for other community organizations
- PACE Community Housing Corp., which was created for smaller housing development projects and home ownership opportunities for low-income people

PACE employs a staff of 165 in addition to over 100 volunteers, and serves more than 40,000 clients who seek PACE services yearly with an annual budget in excess of \$65,000,000.00.

According to Bruce Morell, PACE Executive Director; “The Board of Directors has developed a new process to elect representative of the low income population to serve on our Board of Directors. Board members with direct contact to the people we serve, or who are recipients of a PACE service themselves, are valuable in providing direction and feedback about the services we provide in the community. This election process should be very exciting as we expect that there will be many low income individuals voting for their own representatives to the Board. PACE Board Members serve their community and the Agency with pride and distinction with a real commitment to the clients who put their trust in the Organization to assist them with their needs. We are very proud of our Board of Directors”.

Elections will be held month long in March 2017 at the PACE Main Office at 166 William Street, New Bedford during regular business hours.

FOR MORE INFORMATION PLEASE CALL PACE; 508-999-9920

Help Wanted: City of New Bedford hiring Human Resources Assistant

CITY OF NEW BEDFORD

HUMAN RESOURCES ASSISTANT \$15.42hr – \$23.00hr

PERSONNEL

Confidential employee responsible for correct communication in regard to personnel records, policies and procedures. Arranges and oversees the preparation and processing of personnel forms to initiate personnel actions (e.g. appointments, promotions, separations, leaves of absence, and other personnel transactions). Assists and instructs payroll clerks and City personnel with questions relative to deductions and personnel record keeping. Checks for accuracy, inputs information into the City's MUNIS HR program and maintains computerized personnel records.

Acts as a liaison with other City departments regarding the processing of personnel and payroll deduction actions, and administration of personnel programs. Ensures all garnishments, fees and levies are being implemented per court order(s). Ensures that personnel policies and procedures are adhered to and assists payroll administrators in the processing of employee paperwork. Contacts prospective employees and schedules physicals when conditional employment offers are extended. Records and maintains all employee/supervisory performance evaluations. Notifies Department Heads when reviews are past due and ensures submission of same. Processes and files confidential records involving personnel issues, health matters, labor relations,

etc. Answers telephone, provides customer service, processes employee verifications of employment, etc.

Oversees coordination and organization of the City's Summer Program as far as personnel requisitions, number of vacancies, funding sources, etc. Responsible for processing new employee packages for approximately 100 summer employees, ensuring receipt of all required documentation and accuracy of information submitted.

Duties require knowledge of office practices, and pertinent City, State and Federal laws and regulations equivalent to two years of college and two years of related experience. Computer literacy including Microsoft Word, Excel and Access is required. Knowledge of MUNIS HR/Payroll system a plus. Ability to perform detailed work accurately and efficiently within strict deadlines. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the general public. Must possess strong organizational skills, including attention to detail and accuracy. Confidentiality and ability to handle general office concerns to avoid problematic situations. **Employees within the Personnel Department are confidential employees and held to the highest standards of confidentiality and professionalism.**

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

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City of New Bedford hiring Domestic Violence Advocate – Nights

CITY OF NEW BEDFORD

POLICE DEPARTMENT

DOMESTIC VIOLENCE ADVOCATE – NIGHTS \$11.00hr (Variable Time)

Provides assistance to Police Department personnel and victims of domestic violence.

Assists police with data collection/direct services and support for victims of domestic violence. Follow-up duties include: restraining orders, medical attention, shelters, and referrals as needed. Works with other agencies and community groups involved with domestic violence. Assists victims of domestic violence in the emergency 209-A restraining order process and contacts the Emergency Judicial Response System.

Must have High School Diploma or GED equivalent; experience working with victims of domestic violence; or any combination of education and experience. Excellent interpersonal skills; ability to work with victims and families of domestic abuse; ability to work in a team setting with the Police and Resource Coordinator. Must be computer literate. Bilingual preferred.

Possession of a valid Massachusetts driver's license and motor vehicle.

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.