

Lifestream Inc. is hiring for a Program Coordinator Position in New Bedford

Up to \$1,000 signing bonus for new hires (paid out at \$250 @ 30, 60 and 90 days) ask more details!

Medical insurance starting at \$30 biweekly.

LifeStream is an equal opportunity employer; apply **HERE**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Personnel

- Direct supervision of clients and program staff.
- Ensure all program supports and services are delivered.
- Ensure all program staff maintains expected levels of participation in program operations.
- Maintain a working relationship with area employers and market program to new employers.
- Provide counseling to clients and direct them to outside agencies as needed.

Facilities

- Assure that the computer lab physical appearance and equipment meets the needs of clients and staff.
- Coordinate necessary computer repairs and maintenance.

Administrative

- Assure that all required documentation is completed within a timely fashion and according with contract guidelines.
- Maintain open and effective communication with other staff and Site Supervisors in particular.

EDUCATION and/or EXPERIENCE:

- An Associates degree in Education/Counseling/Human Service field with one year's experience or any combination of education and experience in with real life client issues.