

## **JOB POSTINGS – February 1, 2010**

### **Director of Therapeutic Programming**

Oversees the Therapeutic Arts and Activities and Educational Program at Briarcliff's Alzheimer's & Dementia and Adult Day Health program for elders. Develops and reviews activity plans with Activity Coordinators and program staff. Develops and coordinates therapeutic arts programs for individuals, small and large groups. Maintains accountability for activities and recreational and educational programs. Provide direct care and in care plan development. Recruits and supervises students in internship program from affiliated colleges. **Qualifications:** Minimum of Masters Degree in Social Work, Gerontology or Expressive Arts Therapy. Minimum of two years' experience in expressive art therapy and working with Alzheimer's Disease or dementia related illnesses. Minimum two years experience working in community enrichment/activities planning and development. Excellent written and verbal communication skills. Poise and ease with presentations and public speaking. **Hours:** Monday – Friday, 40 hours per week.

### **Registered Nurse, Adult Day Health**

Assessing the health needs, implementing and evaluating appropriate health care plans for Adult Day Health consumers. Participates in team treatment plans, provides consumers with personal care as needed, maintains documentations and statistics, develops and implements nursing care plans based on assessments of needs.

**Qualifications:** Current MA license, Certified in CPR, one to two years working with a geriatric population in a medical/social setting. Prior experience working with individuals experiencing Alzheimer's or another dementia. **Hours:** Monday – Friday, 20 hours per week. No evenings, weekends, holidays or on-call.

### **Companions**

We seek caring, reliable people who enjoy working with the elderly. Bilingual applicants are also encouraged to apply. **Qualifications:** Must be 25 years of age or older to drive consumer. Punctuality, dependability, and verifiable references are essential. No chores or personal care required. Reliable transportation preferred. **Hours:** Must be flexible and eventually be able to work a minimum of 10 hours a week

### **Registered Nurse, Consumer Services \$2,500 signing bonus**

This position is responsible for working in conjunction with Case Management staff. Conducts assessments in the home for Home Care and Group Adult Foster Care consumers according to program guidelines. Develops personal care plans according to EOEA guidelines. Determines consumer clinical eligibility for Medicaid funded services in community and nursing home. Participates in interdisciplinary care planning.

**Qualifications:** 3 years clinical experience, 1 year experience in community health preferred. Strong organizational and communication skills. Strong clinical assessment skills and strong computer skills. Spanish speaking preferred. **Hours:** Full time (35-40 hours) Monday-Friday. **No evenings, weekends, holidays or on call. Four day workweek would be available after the first six months of employment.**

### **Registered Nurse (Russian Speaking), Consumer Services \$2,500 signing bonus!!**

This position is responsible for working in conjunction with Case Management staff. Conducts assessments in the home for Home Care and Group Adult Foster Care consumers according to program guidelines. Develops personal care plans according to EOE guidelines. Determines consumer clinical eligibility for Medicaid funded services in community and nursing home. Participates in interdisciplinary care planning.

**Qualifications:** 3 years clinical experience, 1 year experience in community health preferred, Strong organizational and communication skills, Strong clinical assessment skills, Strong computer skills. Russian speaking. **Hours:** Full time (35-40 hours) Monday - Friday, No evenings, weekends, holidays or on-call. Four day workweek would be available after the first six months of employment.

### **Public Benefits & Referral Coordinator**

Gather information on benefits programs and community resources. Conduct home visits with clients and assist clients and families in completing applications for benefits.

Update client records. Confer with case management and nursing staff in the development of service plans and coordinating delivery of services.

**Qualifications:** Associate's degree in related field with prior human service experience preferred. Ability to make home visits. Spanish Speaking preferred.

**Hours:** Monday –Friday 35 hour per week

### **Home Care Case Manager, Spanish Speaking - \$1,000 referral bonus**

The Home Care Case Manager is responsible for developing, authorizing, coordinating, and monitoring community-based services to an assigned number of frail elders. The process begins with a comprehensive needs assessment, completed as part of an interdisciplinary team. Requires a thorough knowledge of available community services, an understanding of both formal and informal support systems, and an ability to interface and collaborate with those systems to ensure the elder's needs are met. The position entails extensive coordination, follow-up, and feedback to clients and services providers, as well as recordkeeping in compliance with regulations. **Qualifications:** Spanish Speaking, B.A. degree in Human Services or related field with 1-2 years experience in Human Service (Human Services experience may be substituted for degree). Must be LSW eligible and license obtained within 6 months of employment. **Hours:** 35 hours per week.

### **Home Care Senior Case Manager/Substance Abuse Specialist**

The Home Care Senior Case Manager/Substance Abuse Specialist has daily responsibility for developing, authorizing, coordinating, and monitoring community-based services to an assigned number of frail elders who are dealing with substance abuse, both under GLSS case management and those not receiving GLSS services. This position requires a thorough knowledge of available community and substance abuse resources and an understanding of both formal and informal support systems. The position also requires extensive coordination, follow-up, and feedback to clients and service providers as well as record keeping in compliance with regulations. Group based interventions for the identified population will also be developed. In addition to

providing direct service to identified consumers, this position will also participate in community networking meetings serving this high risk population in order to strengthen the network of service to substance abusing consumers. This position should have a working knowledge of different substance abuse models and trends, especially with geriatrics. **Qualifications:** B.A. degree in Human Services or related field with 2 years experience in Human Services. Must have LSW or be LSW eligible. **Hours:** Monday-Friday, 35 or 40 hour work week.

### **Home Care Case Manager, Russian Speaking - \$1,000 referral bonus**

The Home Care Case Manager is responsible for developing, authorizing, coordinating, and monitoring community-based services to an assigned number of frail elders. The process begins with a comprehensive needs assessment, completed as part of an interdisciplinary team. Requires a thorough knowledge of available community services, an understanding of both formal and informal support systems, and an ability to interface and collaborate with those systems to ensure the elder's needs are met. The position entails extensive coordination, follow-up, and feedback to clients and services providers, as well as recordkeeping in compliance with regulations. **Qualifications:** Russian Speaking, B.A. degree in Human Services or related field with 1-2 years experience in Human Service (Human Services experience may be substituted for degree), Must be LSW eligible and license obtained within 6 months of employment. **Hours:** 35 hours per week.

### **Community Café Site Manager**

This position will serve lunch to program members. Keep track of food and place weekly food orders. Assist with the food preparation, serving and clean up. **Qualifications:** High school diploma or equivalent. Good communications skills. Must be able to lift 25 pounds. **Hours:** 20 hours per week Monday-Friday with prorated part time benefits

### **Hoarding Outreach Specialist/Protective Service Worker**

The Hoarding Outreach Specialist/Protective Service Worker will be a split position working with the Mobile Mental Health program as well as other Consumer Services, GLSS and community programs to provide education, outreach and counseling to elders in the Greater Lynn area at risk of homelessness due to hoarding behaviors. This half time position on our Protective Services team will provide investigation, service planning, outreach & counseling to elderly victims of abuse and their families as well as high risk/vulnerable elders in the community. We offer excellent clinical supervision, a flexible 35-hour work week, including the possibility of a 4 day work week, a supportive work environment and an interesting and diverse caseload. **Qualifications:** BS Degree with two years prior human service experience or Master's Degree with one year related experience. **Hours:** 35 hours per week

### **Drivers**

Our Transportation Department located in Lynn has immediate Driver positions for full time, part time, split shifts and Saturday and Sunday shifts. Our Transportation Group is available to the Consumers with 22 hours a day of coverage, 7 days a week. As a Driver, you will transport elderly and disabled clients to medical appointments, work, school and

recreational events throughout the greater North Shore and greater Boston area.

**Qualifications:** Applicants must be 25 years of age, have a clean driving record and have a minimum of three years of driving experience. As a condition of employment, we conduct drug and alcohol testing for all candidates seeking employment. **Hours:** Varied, 22 hours a day of coverage, 7 days a week.

### **Fleet Maintenance Assistant**

Our Transportation Department located in Lynn seeks a full time Fleet Maintenance Assistant. This position will support the department by ensuring that vehicles and equipment are properly and safely maintained and/or repaired. Maintain inventory of parts and supplies using computerized inventory system. Minor repairs to vehicles as needed and identified by the Fleet Manager. Will be responsible for opening the buildings and assisting the drivers in obtaining the assigned vehicles. **Qualifications:** Computer experience. Familiarity with the make and models of current fleet vehicles. **Hours:** Saturday, Tuesday, Wednesday & Thursday 4:00am-2:30pm

### **Dispatcher (Three Open Positions)**

Our Transportation Department located in Lynn seeks a Full time Dispatcher to coordinate the daily operations of the fleet of drivers, communicate with drivers using two-way radio and 10 code system and perform data entry. **Qualifications:** Certified driver preferred and knowledge of GLSS Service area required. Must have flexibility with work schedule.

**Hours: Position One:** Saturday 9:00am-7:30pm Sunday, Monday & Friday 7:00am-5:30pm.

**Position Two:** Sunday thru Thursday 8:00am-4:30pm

**Position Three:** Tuesday thru Friday 1:00pm-9:30pm Saturday 7:00am-3:30pm

### **Data Entry Clerk**

Our Transportation Department seeks a part time Data Entry Clerk to perform data entry from driver's Schedules and related source documents in an effective and efficient manner. **Qualifications:** High School Diploma or equivalent. Computer experience preferred and good oral communication skills. **Hours:** Sunday-Thursday 1:00pm-6:00pm.

### **Operations Supervisor**

Our Transportation Department located in Lynn seeks a full time Operations Supervisor to manage the daily driver operations of a para transit/elderly transportation department. This includes personnel management, training, scheduling and reporting, performing quality control evaluations and ensuring overall that a quality service is provided safely. **Qualifications:** Supervisory experience. Two years experience in transportation industry. Certified driver for 3 years. Computer skills preferred. **Hours:** Tuesday-Saturday 5:00am-1:30pm.

## **Training Supervisor**

Our Transportation Department located in Lynn seeks a full time Training Supervisor. This position will provide training and monitoring of driver performance. Trainings will include, but are not limited to Passenger Assistance, First Aid and CPR, Defensive Driving and DOT Trainings. **Qualifications:** Supervisory experience. Two years experience in transportation industry. Certified driver for 3 years. Computer experience is required. Knowledge of service area and a minimum age of 25. **Hours:** Tuesday-Saturday 10:00am-6:30pm.

EOE/AA