

# **JOB POSTINGS – July 26, 2010**

## **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.

## **Briarcliff Activities Coordinator**

The activities coordinator is responsible for the daily recreational activities throughout the day. **Qualifications:** Those candidates with a background in music, recreation and art are encouraged to apply. : New graduates in Expressive therapy or recreation will be highly considered. 2 years experience working with the elderly and dementia population is preferred. **Hours:** 35 per week

## **Human Resource Specialist**

We are currently looking for an experienced Human Resources Specialist. This position will provide a variety of administrative support functions and requires basic knowledge and understanding of FMLA, ADA, EEO, COBRA and FLSA regulations. Some of the duties will also include word processing, data entry, scheduling, copying, distributing information and filing. **Qualifications:** 2-5 years experience in a Human Resources environment and be detail oriented. Additionally, excellent interpersonal and communication skills, along with outstanding organizational and multi-tasking skills are desired. 2+ years experience and/or exposure to various administrative aspects of the recruitment process is required. **Hours:** Monday – Friday, 40 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.

## **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 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 and strong computer skills. BSN Preferred. Bilingual 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.**

### **Per Diem CNA, Adult Day Health**

This position participates in the delivery of direct care to clients in order to maintain comfort, safety, and maximum client participation. Responsible for performing comprehensive non-professional service necessary for the care and comfort of, as well as the personal needs of clients under direct supervision of site coordinator. **Qualifications:** Certified Nursing License, One or two years working with a geriatric population in a medical/social setting. Activities experience a plus. **Hours:** Per Diem

### **Human Service Worker (per diem), Morris Street**

This position is responsible for assisting, supporting, maintaining and promoting the independence of psychogeriatric consumers. Oversees and assists with the daily operations of the facility; and serves as an advocate for consumers. **Qualifications:** Bachelors degree preferred, Experience in residential setting requiring organizational and communication skills, Certification in CPR & First Aid, DPH Medication Certification. **Hours:** Per Diem

### **Home Care Case Manager**

The Case Manager has a daily responsibility 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:** 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 per week.**

### **Certified Medical Interpreter (Russian)**

The medical interpreter will function as a cultural broker to enhance communication between the nursing staff and consumers. This position will accompany the RN on home visits to provide culturally competent interpretation from a specific language to English and from English to a specific language. The medical interpreter will demonstrate competence in both written and spoken skills. This position will be mentored prior to working independently. Assist in overcoming cultural and linguistic barriers to communication while maintaining confidentiality. **Qualifications:** Membership in the International Medical Interpreters Association (IMIA), Completion of medical interpreter training course with certification that meets IMIA standards, Fluency in English and the designated language, both oral and written, Knowledge of the cultural background of the community to be served, Strong interpersonal skills and a desire to provide a high level of culturally competent care, Knowledge of the cultural background of the community being served and an ability to act as a cultural broker between the nurse and the consumer, Excellent time management and organizational skills, One year experience of Interpreter Experience, Valid Massachusetts Driver's License. **Hours:** 35-40 per week.

### **Monitor/Office Support**

Our Transportation Department seeks a 30 hour with the opportunity for full-time Monitor/Office employee to transport children from home to school, as well as provide clerical support for the Office Staff. **Qualifications:** Previous experience working with children with

disabilities is preferred. Must have valid Drivers License, some computer/ phone skills and knowledge of the service area. **Hours:** Monday 7:30am -2:00pm Tuesday 7:30am- 4:00pm Wednesday- Friday 7:30am – 12:30pm.

### **Shop Coordinator**

Our Transportation Department located on the Lynnway seeks a full time Shop Coordinator. This position will support the department by coordinating between GLSS and Various Vendors the functions required to maintain the Fleet Department. The position will be responsible for maintenance and coordination of all repairs and data required to support the Fleet Manager on a daily basis. **Qualifications:** Minimum of 5 years as an Automotive Technician. Computer experience a must. (Must have knowledge of Microsoft office). **Hours:** Full time (40 Hours) Monday – Friday 7am – 3:30pm

### **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.

### **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:** 40 hours, Tuesday-Saturday 5:00am-1:30pm.

### **Fleet Maintenance Assistant**

Our Transportation Department located in Lynn has two immediate full time openings for a 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: Position 1:** 40 Hours, Tuesday – Friday 4am- 2:30pm **Position 2:** 40 Hours, Sunday - Monday 4am- 2:30pm, Wednesday - Thursday 12pm- 10:30pm.

EOE/AA