

# **HELP WANTED: City On A Hill seeking to fill a Student Recruitment Coordinator Position**

**Position Title:** Student Recruitment Coordinator

**Reports to:** Manager of Enrollment & Community Outreach

## **Position Description:**

The Student Recruitment Coordinator will be responsible for student recruitment and enrollment, and for supporting school level family and community engagement plans and activities. This individual will be responsible for thinking creatively about new and effective ways to connect with families and the larger community, rather than simply implementing established procedures. Due to the nature of the position, frequent evening and weekend work is required, but is limited to a 40-hour work week.

## **Key Responsibilities:**

### **Student Admissions (85%):**

#### ***Student Recruitment in New Bedford***

- Implement all strategies outlined in the Department of Elementary and Secondary Education (DESE) approved Recruitment Plan
- Coordinate the recruitment of incoming 9 graders for City on a Hill in New Bedford meeting annual enrollment targets
- Represent CoaH at community events throughout the city and across cultural subgroups
- Maintain existing relationships with community organizations and seek out new pathways for connection
- Plan, facilitate, and attend all new/prospective student

tours, shadow days, open houses, admission sessions, welcome dinners, and all other recruitment/enrollment events

- Manage student applicant database
- Manage Student Ambassador program
- Create materials for City on a Hill New Bedford's Facebook page

Manage the distribution of print materials including mass mailings

### ***Student Enrollment in New Bedford***

- Ensure compliance with all state requirements as outlined in the Department of Elementary and Secondary Education approved Enrollment Plan
- Make written and verbal offers to students and maintain wait-list
- Communicate and meet with prospective students and their families in order to acquire and track necessary application-related documents and information from families and/or sending schools
- Manage student enrollment database

### **Family Engagement (15%):**

- In conjunction with school principal, plan and implement monthly family engagement events (i.e. potluck dinners, game nights, family nights)
- Attend monthly Family Council meetings
- Engage parents/ guardians in the recruitment process (i.e. recruit & manage parent volunteers for family events & speaking engagements, referral requests)
- Engage parent/ guardians of new students in Family Council and all other family engagement events

### **Skills and Qualifications**

- Bilingual English/Spanish preferred;

- Ability to work evenings and weekends required;
- New Bedford resident preferred;
- Understanding of and commitment to the mission, goals, educational philosophy and activities of City on a Hill Charter Public School, as described in the school's charter;
- Excellent project management skills with the ability to self-direct and prioritize among competing goals, exhibit flexibility, drive results, and meet deadlines;
- Takes initiative, self-starter with strong leadership skills and keen eye for detail
- Excellent interpersonal and communication skills, with the ability to excite and engage a diverse group of parents, students and community stakeholders;
- Ability to develop and organize events and strong facilitation skills
- Ability to organize and support students & volunteers;
- Bachelor's degree strongly preferred.

### **City On A Hill New Bedford**

384 Acushnet Avenue, New Bedford, MA 02740

Office Hours: M-Th 8 AM – 5 PM, F- 8 AM – 3 PM

Phone: 508-985-6400

Fax: 508-985-6422

### ***About City on a Hill New Bedford***

*City on a Hill began with a single high school in Boston, opening its doors in 1995. As the waiting list for the school grew to approximately nine applicants for every available seat, City on a Hill felt a responsibility to provide an opportunity for more students in Boston and beyond to Massachusetts' high-need Gateway Cities. City on a Hill Charter Public Schools is now a network of three 280-student college preparatory high schools in the cities of Boston and New Bedford. The schools are tuition free and open to all students living in Massachusetts.*

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# The South Coast Hot Jobs List – 22 December, 2016



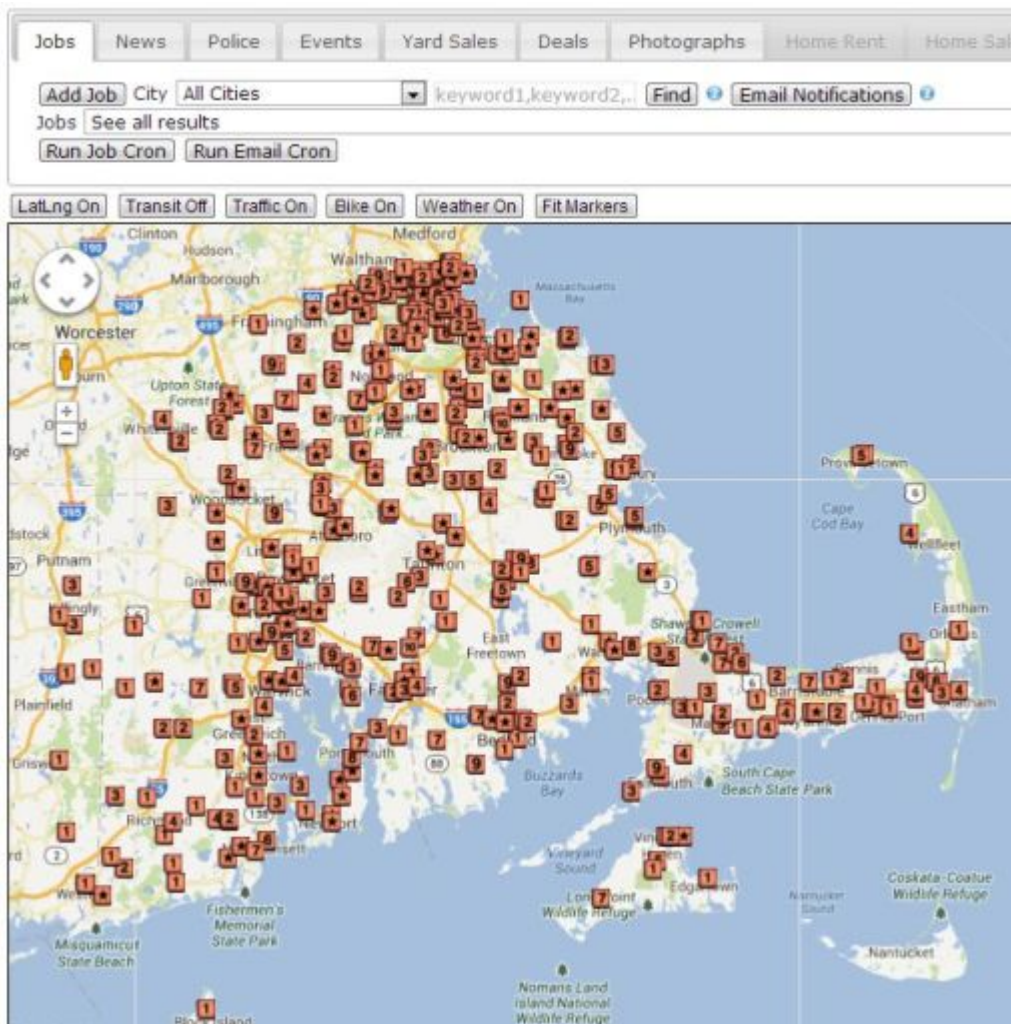
by  
Michael  
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will pull jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents** article.

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Here are the Hot Jobs in the New Bedford area from the [NewBedfordGuide.com](http://NewBedfordGuide.com) jobs database, as of December 22, 2016.

**01. Pizza Delivery Driver – Domino’s Pizza (New Bedford)**

Enthusiasm, acceptable basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, must have reliable vehicle, valid driver’s license for 1 year or longer, with good driving history, must be 21-years-old or more, bilingual is a plus. For full job details and application process [here](#).

**02. Domino’s Team Member – Domino’s Pizza (New Bedford)**

Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Enthusiasm, strong basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, bilingual or multilingual a plus. Full details

and application process: [here](#).

**03. Social Worker – Fidelis Hospice and Palliative Care (New Bedford)**

The Social Worker is responsible for providing psychosocial care to hospice beneficiaries and their families regarding economic, social and emotional needs. He or she will implement and coordinate all social service activities of the hospice program under the direction of the Hospice Medical Director. For full job details and application process: [here](#).

**04. Machine Operator – Morgan Advanced Materials (New Bedford)**

The Machine Operator reports directly to the Production Supervisor. The role is an exciting opportunity to join a global, dynamic, Hi-Tech team, supporting the medical and aerospace industries. We are the industry leader in development and manufacturer of ceramic to metal seals for both Aerospace and Medical markets. We help improve the quality of life with our implantable medical components, and we ensure the safety of travelers by developing multiple components for the Aerospace industry. For full job details and application process [here](#).

**05. Residential Counselor – CMHS, Inc. (New Bedford)**

Responsible for health, safety and quality of life of individuals with disabilities; Must have ability to provide total physical care; Ability to facilitate and enhance participation in recreational, social, spiritual and leisure activities within the home and community; Serve as a positive role model; Assist individuals to prepare meals in accordance with menus and dietary restrictions; Ability to utilize behavioral techniques; Demonstrated capability in areas of time management, initiative, motivation and reliability; Proficient written and verbal communication skills. Full details and application process [here](#).

**06. Full-Time Team Member – Savers (New Bedford)**

You can expect solid career development, competitive salaries,

paid training and amazing benefits. Each of our 330+ stores supports local nonprofits and their missions to serve others. Ours is a business strategy where everyone wins: team members, shoppers, communities, even the planet. The culture here is open, affirming and entrepreneurial. Working here means solid career development. It means feeling appreciated and challenged. And it means positively impacting customers, donors, your community and the environment. For full job details and application process [here](#).

#### **07. Delivery Driver – Fays Restaurant (Dartmouth)**

We are looking for a responsible Delivery Driver to distribute our product promptly to our customers. You will represent our company in a professional and cost effective manner aiming at increasing profitability and customer satisfaction. This is a part time position that can potentially turn into a full time. When there are no deliveries will be asked to help with prep and other kitchen functions. Full job description can be found: [here](#).

#### **08. Medical Receptionist/Front Desk – Dermatology Services, Inc. (North Dartmouth)**

Busy dermatology office seeking receptionist for front desk. Responsibilities include checking patients in & out, collecting copays, checking eligibility, obtaining referrals, answering phones, scheduling appointments. Must be flexible with schedule and able to start at 7:15 a.m. Looking for someone with at least one year experience. Portuguese speaking a plus. For full job details and application process [here](#).

#### **09. Assembler – Lockheed Martin (Marion)**

Performs a variety of tasks ranging from repetitive to non-repetitive production assembly operations on electronic and/or mechanical assemblies and subassemblies. Makes continuity checks on work in process and completed. May disassemble, modify, rework, reassemble, and test experimental or prototype assemblies and subassemblies according to specifications and under simulated conditions. For full job details and

application process [here](#).

#### **10. File Clerk – Bay Coast Behavioral (Fall River)**

Process/ QA clients' charts in the requested manner per EOHHS and MBHP, Process discharged clients' charts. Check eligibility and authorization, Process requests for information accompanied by a valid Release of Information, Process outgoing Releases of Information, Process overflow documentation, Process employee timesheets after they are processed for payroll, Assist HR in employee personnel file maintenance and QA, Answer phones as requested, Other duties as assigned. For full job details and application process: [here](#).

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Be sure to also check out our Job Portal to find jobs by location on a map: [newbedfordguide.com/map-page#pm\\_jobs\\_tab](http://newbedfordguide.com/map-page#pm_jobs_tab). Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

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**Help Wanted: Adriana's**



# Restaurant hiring for cook and dishwasher

## Cook Job Description

Cook to be responsible for prepping ingredients and assembling dishes according to restaurant recipes and specifications. To work efficiently and quickly. To make sure prep is done and accomplish the task.

## EDUCATION REQUIREMENTS

Have taken a culinary program which provided basic training on cooking techniques, health and safety procedures, and other various aspects of restaurant management, or experience in working previously in that same environment. ServSafe certification preferred.

## JOB SKILLS AND REQUIREMENTS

- Knowledge of ingredients and how to use them in a creative way.
- To be able to manage the entire kitchen, from the dishwasher to the cook.
- Must have excellent technique when cutting and preparing food. Hand-eye coordination is needed.
- Make sure each piece of food is safe, prepared correctly and tasty.
- Great time management to avoid burned or spoiled food and angry customers.
- Learn and follow rotation procedures to ensure freshness of all products
- Makes sure that the ordering, receiving and storing of all foods are properly as the Health Department expects
- Maintains a clean and safe kitchen
- Work as a team player with co-workers in the back of the house and front house. Be able to be a good leader, who

can assign tasks and motivate workers.

## **Prep Cook/Dishwasher Job Description**

### **Job Overview**

The Prep Cook/Dishwasher will assist in the preparation of meals by chopping vegetables, making salads, and putting together entrees. Such skills include proficiently being able to utilize a wide range of kitchen tools including proper knife handling.

### **General Responsibilities**

- Food preparation, chopping vegetables, making salads and putting together entrees.
- Ensuring that food is properly stored.
- Performing kitchen maintenance; emptying the trash, mopping floors and washing dishes.
- Learns and adheres to the designated cooking methods to assist in preparing the appropriate menu items consistently.
- Strives to learn to improve cooking skills and expands knowledge about food products and techniques.
- Assists with the cleaning, sanitation, and organization of the kitchen, walk-in coolers and all storage areas.
- Performs additional responsibilities as requested by the Chef, Kitchen Manager at any time.

### **Job Qualifications**

#### **Experience:**

- Some kitchen experience helpful, but not required

#### **Skills/Aptitudes:**

- Professional communication skills are required.
- Ability to take direction.
- Ability to work in a team environment.
- Ability to work calmly and effectively under pressure.

- License/Qualifications:
- Food Handlers permit required.
- Must be able to work nights, weekends and some holidays.

***Apply at 1262 Acushnet Avenue in New Bedford, MA. Fax resume to: 774-425-3954. Questions? Call 774-425-3952.***

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# **Help Wanted: City of New Bedford hiring Recreation Leader (Seniors)**

**CITY OF NEW BEDFORD**

**ASSISTANT RECREATION LEADER (SENIORS) \$13.39hr – \$19.12hr**

**COMMUNITY SERVICES (COUNCIL ON AGING)**

Assists the Senior Center Coordinator/Administrative Specialist in developing, maintaining and supervising adult social day activities for senior citizens. Assists Senior Center Coordinator with the operation of Adult Social Day Care Program by planning and leading daily activities. Also responsible to assist the Coordinator with recruitment of participants and volunteers. Assists the Coordinator with requests for the funding of special events. Assists with planning and coordination of special events.

Responsible for monitoring the activities and response to activities of each participant in order to formulate a weekly progress note. Works as a member of the therapeutic treatment care team. Interacts daily with participants. Orders and shops for supplies necessary to run Center programs. Must be

resourceful, creative and motivating, with the ability to forge positive relationships with the public and staff. Excellent organizational skills and attention to detail. Strong verbal and written communication skills. Ability to listen to and communicate effectively. Ability to travel to and from all City Program Sites.

Possession of a valid Massachusetts Drivers License and good driving record. Operates a motor vehicle on a regular basis. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C. Must be certified and maintain certification in CPR and First Aid.

For application/complete job description, please visit [www.newbedford-ma.gov](http://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

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# **Help Wanted: City of New Bedford hiring Clerk of the Works**

**CITY OF NEW BEDFORD**

**CLERK OF THE WORKS \$48,421 – \$59,061**

**FACILITIES & FLEET MANAGEMENT**

Performs a variety of routine and complex administrative, supervisory and technical work. Assists in the development and implementation of the city's Capital Improvement Plan, coordinates the maintenance of city buildings and grounds, responsible for the stock room including maintaining inventory

and procurement of supplies and services in accordance with Massachusetts General Law Chapter 30B.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for cleanliness, accuracy and conformance to policies and procedures. Enforces a variety of codes, explains, interprets, and provides guidance regarding all applicable codes to employees, contractors and other interested parties. Develops, updates and evaluates work and/or safety standards, policies and procedures by inspecting the quality of employee services in public buildings. This includes enforcement of work and safety standards. Reviews current trends and developments in the field of facilities management and custodial services; researches problems and complaints; coordinates inspections, and responds to emergency situations for the purpose of resolving immediate safety concerns.

Graduation from high school or GED equivalent, supplemented by two (2) years of post-secondary education or technical instruction in building technology, construction management, facilities management or four (4) years of experience in general construction and/or facilities management or any equivalent combination of education and experience. Familiarity with building codes, general building construction

and the ability to read and understand blueprints; thorough knowledge of custodial practices, chemicals, tools and materials used in the custodial field. Knowledge of grounds maintenance including snow and ice removal, chemicals, tools and materials used in this field; skill in the operation of the listed equipment; ability to establish effective working relationships with employees, contractors, architects, engineers, owners, and the general public; and the ability to communicate effectively orally and in writing.

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

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## **Help Wanted: City of New Bedford hiring a Watchperson (Part-time)**

**CITY OF NEW BEDFORD BUTTONWOOD PARK ZOO**

**WATCHPERSON (Part-time/No benefits)**

**\$12.05hr (plus 7% night differential)**

**11:30 p.m. Saturday to 7:30 a.m. Sunday**

Provides security to eliminate thefts or vandalism to vehicles and property, and performs janitorial duties.

Guards against fire, theft, vandalism and unlawful entry at assigned areas and buildings; checks locks to see that they are secure; maintains order in a given area; reports situations to police that cannot be handled immediately.

Checks validity of individuals' credentials; patrols buildings and grounds looking for foreign objects, missing or inoperable lights. Checks gates, doors, exhibit fences inside perimeter; patrols parking lot. May perform other duties such as checking boilers, regulating heat. Maintains and cleans buildings, offices and restrooms to ensure that these are kept clean and orderly.

High school diploma or GED equivalent preferred. Possession of a valid Massachusetts driver's license with a good driving record.

For application/complete job description, please visit [www.newbedford-ma.gov](http://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

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## **The South Coast Hot Jobs List – 15 December, 2016**

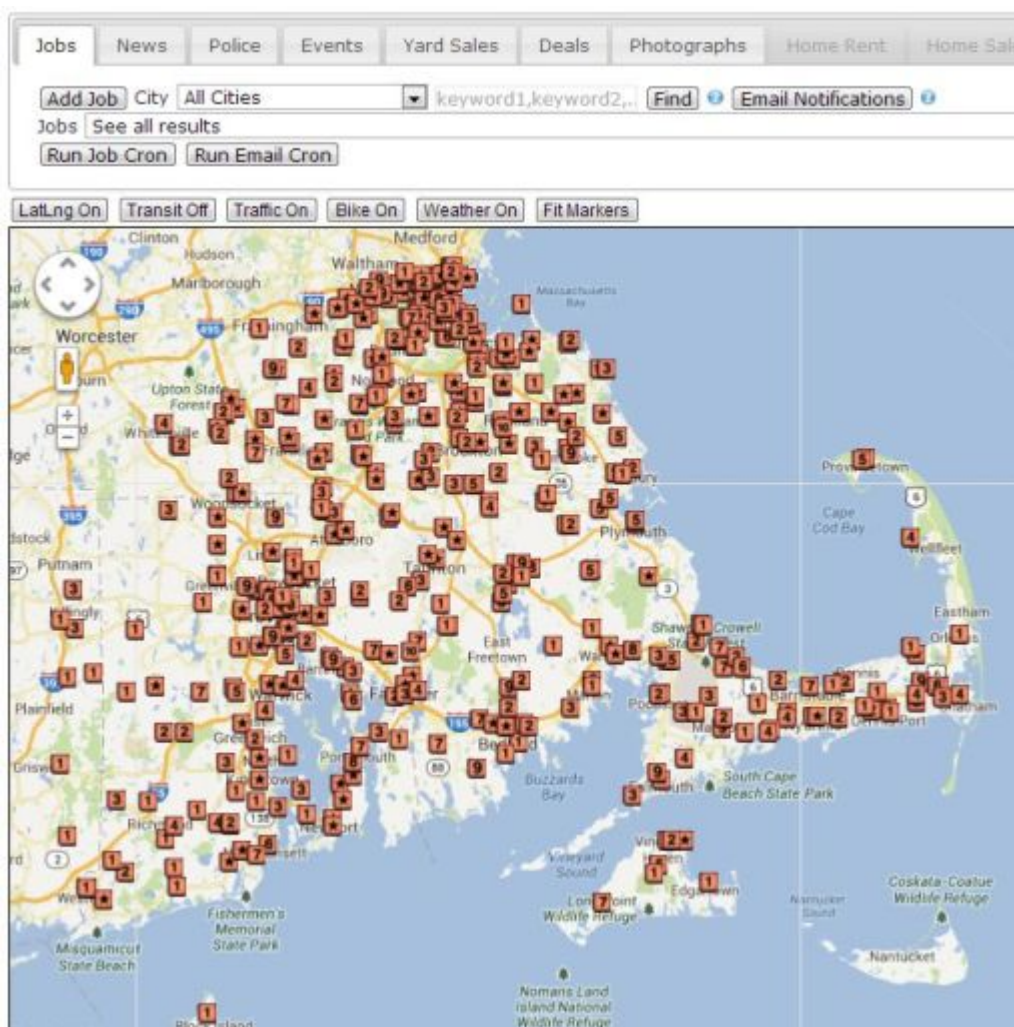


by  
Michael  
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**02. Domino's Team Member – Domino's Pizza (New Bedford)**

Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Enthusiasm, strong basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, bilingual or multilingual a plus. Full details and application process: **here**.

**03. Part-Time Team Member – Savers (New Bedford)**

TEach store immediately hires close to 50 team members, each of whom are paid a competitive living wage with benefits. Additionally, the majority of our store managers are hired from within the ranks of our employees. The locations we select are almost always near bus or rail stops, encouraging our customers and team members to reach our stores via public transit. Each location is also carefully scouted to create value for building owners. Our stores draw both donor and shopper traffic and increase the vibrancy of retail venues where we are located. Our unique business model and reuse inspired store design have made us a key anchor tenant in many neighborhood shopping center developments. For full job details and application process: **here**.

**04. Customer Service Leader – Ahead, LLC (New Bedford)**

The Service Team Lead/Trainer is responsible for providing support for the daily operations of the customer service department. In addition, this position will provide training for service department and outside sales representatives. This

position will also work closely with the Service Manager to develop improvement in service, as well as serve as a liaison between Service Manager and Specialists. For full job details and application process [here](#).

#### **05. General Manager – Wendy’s (New Bedford)**

Overseeing operations for a designated Wendy’s restaurant, you will develop and mentor your team – and ensure a positive dining experience for your customers – by monitoring and reinforcing food safety procedures, maximizing store sales and profit goals, maintaining QSC standards and ensuring protection of Wendy’s brand and assets. Our General Managers lead by example. They are responsible for creating a warm, welcoming work and dining environment, portraying a positive attitude, demonstrating drive for results, and going above and beyond to serve our customers. Full details and application process [here](#).

#### **06. Teller-Part Time – Santander (New Bedford)**

As a member of Santander’s retail banking division you’ll help serve Santander’s retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander’s retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank. For full job details and application process [here](#).

#### **07. Driver Apprentice – Sid Wainer & Son (New Bedford)**

The Driver Apprentice program is focused on educating and developing the necessary driving skills to become proficient in the operation of a delivery truck. This position is focused on learning, gaining required experience and applying the gained knowledge associated with all aspects of Sid Wainer & Son trucking department. The Driver Apprentice must provide exceptional customer service and also assists driver in

maintaining the conditions of the truck and all cargo. Full job description can be found: [here](#).

**08. Assistant Store Manager – Barnes & Noble (North Dartmouth)**

As an Assistant Store Manager (ASM), you are responsible for the daily operations of the store, delegating and performing duties as the business demands ensuring consistency with our bookselling culture, world-class customer service focus, digital initiatives, operating and merchandising standards. You foster an employee-centric environment and focus booksellers on maximizing sales and productivity through the delivery of our four core service principles. You play an integral role in the selection, evaluation, and development of booksellers, ensuring a talent bench which reflects the communities we serve. For full job details and application process [here](#).

**09. Full Time Public Safety Dispatcher – Town of Rochester (Rochester)**

Responsibilities will include receiving emergency and non-emergency calls for service and dispatching the appropriate response. Applicants should possess excellent written and oral communication skills. In addition, applicants should be able to handle several situations simultaneously while working under stressful situations. Applicants with prior dispatching experience and required certifications (E911, APCO EMD, APCO PST1, and CPR) will be given preference. Applicants must have a valid driver's license and will be required to undergo a background check. For full job details and application process [here](#).

**10. Package Handler – FedEx Ground (Middleborough)**

Daily activities include assisting with warehouse operations and performing entry level warehouse and dock-related tasks, loading and unloading trucks, shipping and receiving, moving, handling and tracking packages and other material and assisting with transportation and distribution operations. For full job details and application process: [here](#).

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Be sure to also check out our Job Portal to find jobs by location on a map: [newbedfordguide.com/map-page#pm\\_jobs\\_tab](http://newbedfordguide.com/map-page#pm_jobs_tab). Want to get e-mail notifications for new jobs? Checkout our **e-mail subscription service**.

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# **Help Wanted: City of New Bedford hiring an Emergency Telecommunications Dispatcher (Per Diem)**

**POSITION: EMERGENCY TELECOMMUNICATIONS DISPATCHER (Per Diem)**

**LEVEL: GRADE 8 \$14.26/hr – \$20.79/hr**

**DEPARTMENT: POLICE**

**FUNCTION:** Perform the duties of Emergency Telecommunications Dispatcher and its related work as assigned by the Chief.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** Receives and processes calls for assistance from various sources. Establishes effective communication with the person(s) requesting assistance using the appropriate hardware identifying necessary information for dispatching an effective emergency response.

Answers telephone calls promptly and courteously, and expeditiously routes calls to their proper destination. Immediately dispatches patrol cars, ambulances, fire apparatus, rescue squads or other personnel and equipment as may be needed to handle all complaints and requests for assistance.

Displays a calm, articulate, polite and concise manner when broadcasting. Refrains from the use of an angry or impatient tone of voice while broadcasting. Alerts personnel responding to hazardous calls with information relating to the nature of the call, as will enable them to take suitable precautions, and shall so advise personnel when such information is not available and keeps them informed as other information is made available.

Promptly acknowledges all radio messages and takes appropriate action. Acquires thorough knowledge of the location and layout of streets, building, parks, housing projects and significant areas of the community to maximize time, accuracy and speed of dispatches. Conducts all radio operations in accordance with Federal Communications Commission (FCC) procedures and requirements.

Be especially alert to the signals received on electric protection alarm devices in the communications console area and initiates necessary action thereon.

Remains at the communications desk at all times while on duty unless relieved by an authorized individual and does not allow anyone to use the communications equipment unless authorized by a competent authority. Thoroughly familiar with and

activates all emergency procedures relating to holdups, alarms, fires, medical aid or other matters requiring urgent attention.

Monitors the status of all units displayed on the CAD (Computer Aided Dispatching) status screens to determine their availability to respond to calls for service and is always aware of the assignments of all units. Immediately notifies appropriate authority regarding any unusual occurrence or situation that may adversely affect the delivery of emergency services or any services required of the dispatch center.

Makes all appropriate entries, deletions and inquiries into the computer system. Conducts wanted checks on all department and computer files to include Q1 and WMS (Warrant Management System) systems upon request by any authorized person or agency .Records all police and private tows in the tows file.

Thoroughly familiar with all the various pieces of equipment within the Communications Unit and immediately initiates action when they need repairs. Exercises care in the operation of the unit and the use of all equipment, supplies and utilities. Acquires and/or maintains such computer skills necessary for the proper performance of dispatch and record keeping duties. Conducts testing of emergency systems and makes minor repairs as training allows. Maintains accuracy in the recording of information of activity related to the delivery of emergency or other services required of the dispatch center.

Thoroughly familiar with, and strictly adheres to, all policies, procedures, rules, regulations and laws regulating the duties. Will not divulge, or permit any personnel to divulge, any information relative to any matter or person, without the permission of appropriate authority in accordance with the provisions of all applicable policies, procedures, rules, regulations and laws. Performs such other related duties as may be assigned by appropriate authority.

Knowledgeable and complies with all policies and procedures pertaining to the duties of the dispatch center. Maintains records of all incoming calls and dispatches through CAD (Computer Aided Dispatching). Maintains various logs, reports and audio tape recorder.

Responsible for keeping all certifications up to date. (911; APCO (Association of Public Safety Communications Officials); EMD (Emergency Medical Dispatching); LEAPS (Law Enforcement Agencies Processing Systems)).

**MINIMUM QUALIFICATIONS AND ENTRANCE REQUIREMENTS:** High school graduate or equivalent. Ability to speak clearly and distinctly in English with basic verbal and written communications skills. Basic knowledge of the principles involved in the operation of radio telephone, computers and related communication equipment. **Ability to accurately pass a standardized typing test, scoring no less than a minimum rate of 30 words per minute.** Preference will be given to applicants who have certification on NCC/LEAPS (National Communications Center/Law Enforcement Agencies Processing Systems) computer, Telecommunication certification, CPR (Cardio Pulmonary Resuscitation) and EMD (Emergency Medical Dispatching). Ability to communicate clearly and concisely under emergency conditions orally and in writing. Must have the ability to learn city street locations and read maps. Ability to understand complex and written instructions and procedures. **Must pass an in-depth police background check.** The ability to sit during prolonged periods of inactivity interrupted by periods of intense activity. Ability to maintain one's composure and to act calmly and decisively under pressure of emergency situations. Ability to maintain records neatly and accurately. Ability to handle highly confidential and sensitive information with discretion and good judgment.

**EXPERIENCE:** One to three years experience in general office procedures, dealing with the public, computer knowledge and public safety preferred.

**INDEPENDENT ACTION:** Function independently within broad scope of established procedures; generally refer specific problems to supervisor only where clarification of procedures may be required.

**TOOLS & EQUIPMENT USED:** Personal computer, telephone, copy and fax machines, radio.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings; subject to normal temperature variations and office noise; frequent interruptions to assist customers in the office or on the phone, spends extended periods at computer, on telephone or operating other office machines requiring eye-hand coordination and finger dexterity, regular lifting and carrying of files, documents, records, etc. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**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 employer and requirements of the job change.

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# The South Coast Hot Jobs List – 8 December, 2016



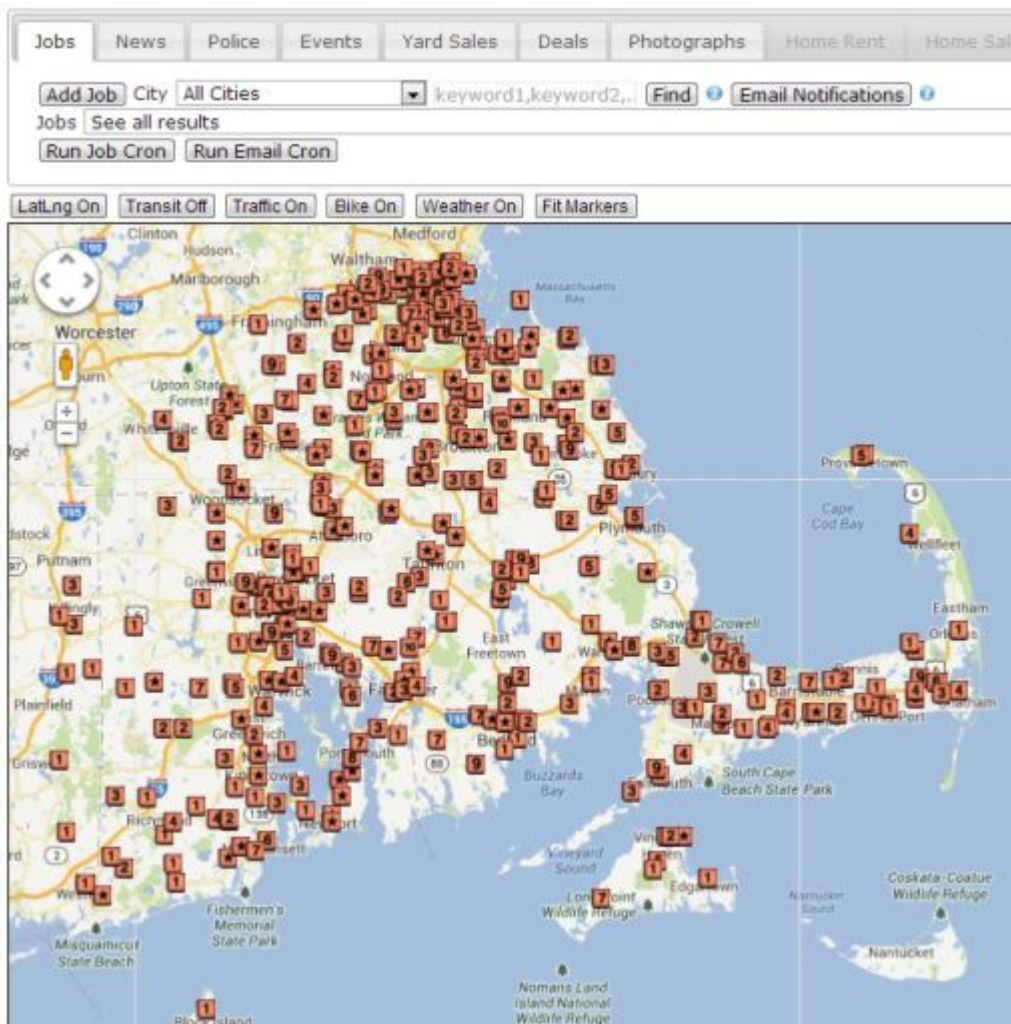
by  
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Here are the Hot Jobs in the New Bedford area from the [NewBedfordGuide.com](http://NewBedfordGuide.com) jobs database, as of December 8, 2016.

**01. Pizza Delivery Driver – Domino’s Pizza (New Bedford)**

Enthusiasm, acceptable basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, must have reliable vehicle, valid driver’s license for 1 year or longer, with good driving history, must be 21-years-old or more, bilingual is a plus. For full job details and application process [here](#).

**02. Domino’s Team Member – Domino’s Pizza (New Bedford)**

Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Enthusiasm, strong basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, bilingual or multilingual a plus. Full details

and application process: [here](#).

**03. Houseperson – Fairfield Inn & Suites (New Bedford)**

The Fairfield Inn & Suites, a LaFrance Hospitality Company is currently accepting applications to fill a full time position of Houseperson . The house person is responsible for maintaining the cleanliness and general appearance of public areas and corridors of the hotel. This includes basic cleaning, vacuuming, trash removal etc. For full job details and application process: [here](#).

**04. Cleaner – Martins Maintenance Inc. (New Bedford)**

Responsible for maintaining the cleanliness of the facility by performing various cleaning duties. Responsible for cleaning buildings, removing debris, and keeping areas neat and tidy. High level of communication skills, multi-tasking is essential for consideration for this position and the ability to work alone. Associate reports to Management on all levels or job tasks. For full job details and application process [here](#).

**05. 12pm to 8pm Case Manager – Catholic Social Services (New Bedford)**

Facilitate and mediate communication with assigned clients and landlords as needed, assist clients with the development of Re-Housing/Stabilization Plan, respond to inquiries, phone calls, correspondence, and e-mail in a timely manner, perform program orientations to educate and inform applicants of program requirements and responsibilities, coordinate with Housing Quality Inspector to ensure timely inspections at admission to program, annual re-certification and condition of unit inspections, promote the self-sufficiency all new clients who are given the opportunity to participate in the program. Full details and application process [here](#).

**06. SNAP Supervisor – Department of Transitional Assistance (New Bedford)**

We are seeking qualified applicants for the position of Supplemental Nutritional Assistance Program (SNAP) Supervisor.

Our ideal candidate will provide daily supervision the SNAP unit in the performance of all tasks related to the First Available Worker Model (FAW) while ensuring all staff are motivated and empowered. In addition, the SNAP Supervisor is responsible for monitoring the transitional assistance activities for clients to ensure compliance with applicable rules and regulations. For full job details and application process [here](#).

#### **07. Driver Helper – UPS (Dartmouth)**

The Seasonal Driver Helper is an ideal role for many people. It's perfect for college students who return home (or remain on campus) during winter break. It's a great opportunity for a stay-at-home parent looking for serious cash as the holiday season approaches. Above all, this is one of the roles where someone who's serious about their future can make their mark with UPS, regardless of where you are in life. Sure, it requires some heavy lifting (up to 35 lbs.), but who isn't looking for a healthy job these days? Most significantly, the Seasonal Driver Helper will be delivering merriment and cheer throughout the holiday season to the residents of the communities in which they live! Full job description can be found: [here](#).

#### **08. Transportation Coordinator – Active Day of Fairhaven (Fairhaven)**

Active Day of Fairhaven is looking for a Transportation Coordinator. We are looking for someone who has a DOT and experience with billing and Vehicle maintenance. This is a full time position. We are a Medical Adult Daycare and we need someone with compassion and experience working with the elderly and experience driving. Some of the responsibilities include billing for the daily runs, vehicle maintenance, driver run sheets and a desire to work with our population. If you have experience and would like more information please stop by and pick up an application. For full job details and application process [here](#).

### **09. Dental Receptionist – NE Dental (New Bedford)**

We are looking for an experienced part-time/full-time dental receptionist for a busy, fast-paced multi speciality practice. Candidate must have previous dental experience and be courteous, reliable, punctual, polite and possess excellent customer service skills. Knowledge of Dentrrix is a bonus. Candidate must have experience with insurance eligibility, copays/deductible, pre-tx estimates, etc... Please email your resume. For full job details and application process **here**.

### **10. Parts Delivery – O'Reilly Auto Parts (Fall River)**

Must have a valid driver's license with an acceptable motor vehicle record (MVR) per department standards, Excellent customer service skills, Ability to thrive in a busy, fast-paced retail environment. For full job details and application process: **here**.

**Need a resume or cover letter?** Quality, professional product, quick turnaround, and proven success helping clients secure interviews. Let a professional writer help. Contact Ashley Bendiksen Professional Writing Services at [www.ashleybendiksen.com](http://www.ashleybendiksen.com) or email her at [ashleybendiksen@gmail.com](mailto:ashleybendiksen@gmail.com).

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Be sure to also check out our Job Portal to find jobs by location on a map: [newbedfordguide.com/map-page#pm\\_jobs\\_tab](http://newbedfordguide.com/map-page#pm_jobs_tab). Want to get e-mail notifications for new jobs? Checkout our **e-mail subscription service**.

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# Help Wanted: City of New Bedford hiring an Account Clerk

**POSITION:** ACCOUNT CLERK

**LEVEL:** GRADE 7 \$13.78hr – \$19.91hr

**DEPARTMENT:** PUBLIC INFRASTRUCTURE

**FUNCTION:** Maintains department accounts and payroll. Provides clerical support.

**SUPERVISION RECEIVED:** Works under the general supervision of Director of Operations.

**SUPERVISION EXERCISED:** None.

**RESPONSIBILITIES:** 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, computers; answers telephones; and operates simple calculators in connection with this work. Performs clerical work of ordinary difficulty. Provides customer service to general public and vendors. Processes revenues and expenditures.

**EDUCATION AND EXPERIENCE:** 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.

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

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Ability to perform 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 various programs, i.e. Microsoft Office.

**TOOLS AND EQUIPMENT USED:** Typewriter, copier, calculator, personal computer, fax machine, scanners, CB Radio.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; and 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 employer and requirements of the job change.