

# The South Coast Hot Jobs List – 30 September 2014



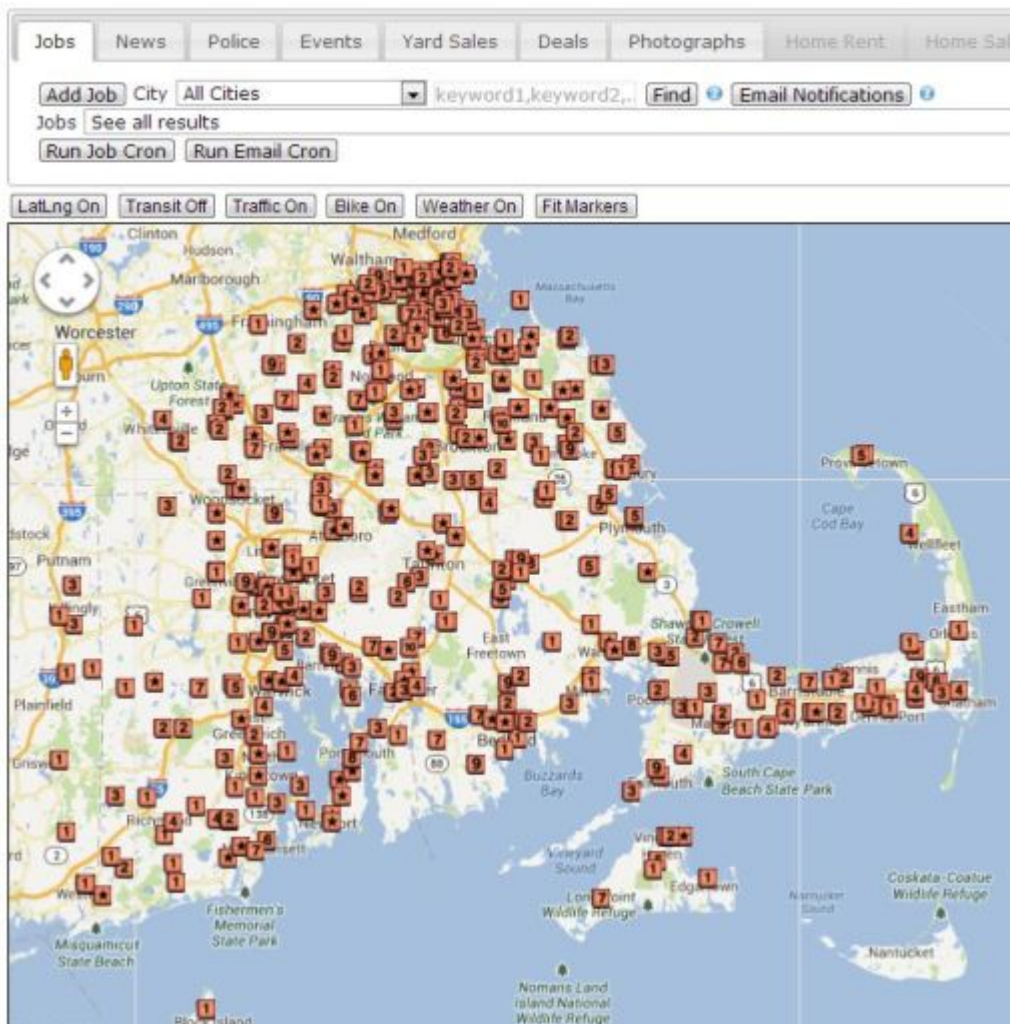
by  
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The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of jobs available for qualified applicants. Sometimes the barrier to a new job can be the lack of information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

To solve this, each week New Bedford Guide will be working with the New Directions Southcoast (also known as the Greater New Bedford Career Center) and pulling 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**. Unless noted otherwise, those interested in these positions or want more information should go to the Greater New Bedford Career Center at 618 Acushnet Avenue.

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Here are the Hot Jobs from the Greater New Bedford Career Center as of September 24th, 2014:

**1. RN Secretary/ Home Care Program – #4699037**

Reporting to the Nursing Manager, the RN Secretary is responsible for assisting with the Coordination of Care Clerical Support. Understanding of medical terminology and knowledge of area service providers. Strong organizational ability, knowledge of computer system, typing, word processing, data entry, faxing, copying, telephone etiquette, filing and ability to work under pressure with speed and accuracy. Secretarial diploma from accredited vocational school.

**2. MMP Clerical Aide/ Money Management Program – #4699039**

Reporting to Money Management Manager, The MMP clerical aide must have good office skills and be familiar with basic office

practices. Must have knowledge of basic computer/internet skills, strong interpersonal skills. Should be dependable and detail-oriented. Must be flexible and enjoy working in a fast-paced environment and good written and verbal communications skills. Must adhere to regulations of confidentiality. High School diploma or equivalent training and experience.

### **3. Reception-Clerical Support/ Administration Dept. – 4699043**

Reporting to Office Manager, support person will receive and dispatch multiple telephone calls to appropriate staff as well as provide callers with basic information about Coastline programs when Information & Referral staffs aren't available. Perform faxing and filing duties. Prepare/Fill Home Care Intake folders, answers vendor and client calls, takes messages, and refer case management issues to covering case managers. Excellent Customer Service Skills. High School diploma or equivalent training and experience.

### **4. Care Manager/ Home Care Program – #4699046**

Reporting to the Care Manager Supervisor, the Care Manager within the framework of the Home Care Regulations, is responsible for assessing and identifying client's needs and strengths, develops, coordinates, and follows up service plan based on these needs. The Case Manager achieves the goal of working with the total person by developing an ongoing helping relationship. The Care Manager maintains accurate and up-to-date consumer files and promotes personal and professional development through supervision and training opportunities. B.A. from an accredited college or university, preferable in social services, or commensurate work experience in human services, or training in the field of gerontology. Experience working with the elderly.

### **5. Geriatric Support Services Coordinator (Bilingual: Portuguese) Senior Care Options Department – #4699048**

Reporting to Senior Care Options Manager, GSSCs are responsible for coordinating support services as part of the Senior Care Options Primary Care Team, assisting eligible

older adults to obtain services which will enhance their quality of life and allow them to live independently. Bachelor's Degree preferably in social services or relevant discipline, and LICSW or 2 years professional experience with adults over 60, with at least one year in a hospital, nursing facility, community health agency or interdisciplinary program with an ASAP required.

#### **6. Registered Nurse/PCA Department- #4699049**

Reporting to Director of Homecare, as a Registered Nurse in our PCA Program, you will evaluate Consumers' eligibility for PCA programs with primary focus on the Medicaid PCA program. Requirements include current RN licensure, a valid driver's license, daily access to a dependable vehicle, and working knowledge of Microsoft Word and Excel.

#### **7. Registered Nurses/Home Care Department – #4699051**

Reporting to Nursing Manager, Homecare Nurse participates as an integral member of a home care team which, along with case managers and other related personnel, is responsible for assessing and/or authorizes services to be delivered by long term care agencies with the aim of promoting coordination and cooperation in the formation of cost effective and quality service plans. Requirements include current RN licensure, a valid driver's license.

#### **8. Practice Manager/Clinical Care Coordinator #4700736**

The Greater New Bedford Community Health Center is seeking a full-time Practice Manager/Clinical Care Coordinator. The qualified candidate will hold a current Massachusetts Registered Nurse license as well as a Master's degree in Nursing/Hospital Administration. The successful candidate will have effective communication skills, interpersonal skills, and analytical skills. Experience in the community health setting and medical/surgical background as well as Quality Management and Quality improvement techniques are required. Please visit our website at [www.gnbchc.org](http://www.gnbchc.org) to view the job description and apply online.

### **9. Paralegal #4698916**

South Coastal Counties Legal Services, Inc. (SCCLS) is seeking a person for the challenging position of Paralegal in its Fall River Law Office. Duties Include: Primarily conducting telephone intakes with individuals applying for legal services. Other duties will include: in person interviewing, counseling and some advocacy on behalf of clients, legal research and implementation of legal education programs. The paralegal will work closely with staff attorneys and advocates, with attorney supervision.

### **10. Custodians #4726207**

This is a part time position for a County Club in the Onset/Wareham area. Hours are week days and mandatory weekends due to special events and weddings. Experience helpful.

### **11. Dishwasher #4726214**

Experience is helpful, must be available on weekend nights to work special events and weddings. Hours are 16-20 per week. Must be dependable and reliable.

### **12. Sous Chef #4726216**

This is a part time position for a County Club in the Onset/Wareham area. Hours are week days and mandatory weekends due to special events and weddings. Experience helpful.

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Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of September 24th, 2014:

#### **1. General Laborer (New Bedford)**

Full details and application process [here](#).

#### **2. Full-time Tutor at City on a Hill (New Bedford)**

Full details and application process [here](#).

#### **3. Cafeteria Manager at New Bedford High School**

Full details and application process [here](#).

#### **4. Film Crew – AMC Theatres (North Dartmouth)**

Full details and application process [here](#).

#### **5. Applications Developer at University of Massachusetts Dartmouth**

Full details and application process [here](#).

#### **6. Store Manager- Dartmouth Area at GameStop (North Dartmouth)**

Full details and application process [here](#).

#### **7. Collector's Club Teacher at Westport Middle School**

Full 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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