

# Steppingstone Incorporated is hiring in Fall River and New Bedford

**Steppingstone Inc.** is seeking qualified candidates for several positions throughout their organization. All of these jobs are based in either the New Bedford or Fall River area. Scroll down for a full description of each job, salary and requirements. All full-time employees are eligible for benefits (PTO, medical, dental and employer paid benefits), part-time employees are eligible for partial benefits depending on hours worked.

- Cook (New Bedford)
- Direct Care workers (Fall River and New Bedford)
- Clinical Supervisor (Fall River and New Bedford)
- Driver/Maintenance worker (New Bedford)
- Maintenance workers (Fall River)

Interested? Apply online: **EMPLOYMENT OPPORTUNITIES** or you can also email your resume to: [srekowski@steppingstoneinc.org](mailto:srekowski@steppingstoneinc.org) . Applicants that require accommodation on the job application process, please contact 508-674-2788 extension 103

## **Cook (salary range \$15-16/hr)**

### **Position Specific Duties**

Setting up, cleaning, and organizing workstations.

Preparation of ingredients for meals, washing of vegetables, chopping, and seasoning.

Responsible for the cooking and serving the daily breakfast, lunch and dinner meals.

Responsible for checking all orders delivered.

Handles, stores, and rotates products properly.

Maintain walk-in cooler and freezer in accordance with Board of Health regulations.

Assisting other cooks in preparing food or helping other food service team members when needed.

Responsible for picking up supply orders at the Food Bank.

Observe all health and safety requirements.

Ability to climb three flights of stairs to deal with emergencies.

Ability to respond to emergency situations by placing calls to Fire, Rescue, Police, and Medical etc.

**QUALIFICATION REQUIREMENTS:** *The Cook staff must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The qualifications listed below are representative of the knowledge/skill and/or ability required.*

§ High School or General Education Diploma (GED) preferred.

§ Minimum of one year of cooking experience.

§ Serve Safe Certification required.

§ Ability to multitask, prioritize, and manage time efficiently.

§ Ability to reach, bend, stoop and lift up to 40 pounds.

§ Required a valid driver's license due to business-related travel.

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## **Direct Care Worker (\$12.75-\$14/hr)**

### **Position Specific Duties**

Supervise consumers during the shift, including conducting hourly rounds.

Monitor Consumers to ensure they are compliant with program guidelines.

Ability to count, document and observe consumers taking various prescription drugs.

Collect, prepare and supervise drug screenings as well as administer breathalyzer as needed.

Observe and identify consumer concerns and communicate with

the clinical team.

Ability to climb three flights of stairs to conduct rounds on an hourly basis and deal with emergencies.

Ability to walk outside to tour the grounds and ensure the safety of consumers.

Ability to respond to emergency situations by placing calls to Fire, Rescue, Police, and Medical etc.

**QUALIFICATION REQUIREMENTS:** *The Direct Care I staff must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The qualifications listed below are representative of the knowledge/skill and/or ability required.*

§ High School or General Education Diploma (GED) preferred.

§ General knowledge of the homeless and those affected by Substance Use Disorder.

§ Demonstrated ability to maintain previous employment.

§ Requires CPR certification every two years.

§ Good working knowledge of computers, electronic health records and data collection.

§ May require valid driver's license due to business-related travel.

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## **Clinical Supervisor (\$55,000 to \$68,000 annually)**

### **Position Specific Duties**

*Conduct regularly scheduled staff meetings, in-service training and supervision with assigned personnel.*

*Attends relevant professional development conferences and make presentations to staff.*

Responsible for the fiscal budget, invoicing services, and electronic health record data oversight.

Perform direct counseling services when necessary.

Conduct confidential, quality assessments that are gender and culturally responsive and trauma informed.

Oversee clinical reviews to monitor consumer progress.

Provide individual, family and group therapy when need arises.

Ensure compliance, accuracy and quality of clinical documentation.

Prepare monthly quarterly reports on delivery of services and expenditures.

Knowledge of all funding sources and related scope of services and requirements.

Provide ongoing consultations and crisis intervention.

Constructively utilize formal and informal customer comments to evaluate and improve effectiveness in providing services.

Ensures standards of confidentiality in handling records, collaboration with other providers, and internal communication.

Participate in various outside meetings to coordinate and benefit program services.

Ensure compliance with regulatory and licensing standards.

Ability to count, document and observe consumers taking various prescription drugs.

Ability to climb three flights of stairs to conduct rounds on an hourly basis and deal with emergencies.

Ability to respond to emergency situations by placing calls to Fire, Rescue, Police, and Medical, etc.

**QUALIFICATION REQUIREMENTS:** *The Clinical Supervisor must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The qualifications listed below are representative of the knowledge/skill and/or ability required.*

§ Master's degree social work, psychology, mental health, counseling or other related field.

§ Licensed LMHC/LICSW.

§ Minimum of five years counseling in the field of drug or

alcohol abuse rehabilitation, mental health or other related field.

§ Minimum of three years' experience in leadership and management.

§ Ability to incorporate regulatory standards into clinical practice to ensure compliance.

§ Requires CPR certification every two years.

§ Good working knowledge of computers, electronic health records and data collection

§ Requires valid driver's license due to business-related travel.

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Driver/Maintenance Worker (\$15-16/hr)

**Position Specific Duties**

Organize customer transportation schedules.

Interact with customers in a professional matter according to the ethical standards.

Delivering and picking up administrative documents, and or other items.

Maintain vehicles in a clean, workable and safe condition at all times.

Provide regular routine maintenance checks to vehicles including monitoring of Massachusetts State inspections of vehicles.

Arrange vehicle repairs when necessary.

Ensure the vehicles have sufficient gas and are always ready for use.

Supervise customers when in transport reporting any incidents.

Updating daily mileage records.

Perform minor carpentry, plumbing and electrical work along with routine maintenance.

Perform snow removal and other activities as required or needed.

Perform landscaping and routine yard maintenance.

Observe all health and safety requirements.

Ability to climb three flights of stairs to deal with emergencies.

Ability to respond to emergencies by placing calls to Fire, Rescue, Police, and Medical etc.

**QUALIFICATION REQUIREMENTS:** *The Driver/Maintenance Worker must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The qualifications listed below are representative of the knowledge/skill and/or ability required.*

§ High School or General Education Diploma (GED) preferred.

§ Minimum of one-year driving experience in a similar or related position required.

§ Excellent time management skills.

§ Ability to lift fifty pounds.

§ Requires valid driver's license due to business-related travel.

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### **Maintenance Worker (\$15-16/hr)**

#### **Position Specific Duties:**

Install equipment and perform preventive maintenance for buildings, building utilities and equipment using a variety of hand and power tools.

Evaluate malfunctioning equipment using diagrams, operations manuals, other written instructions and/or own judgement in obtaining the required results.

Perform minor carpentry, plumbing and electrical repair work.

Provide assistance in lifting and moving materials and equipment and perform other routine general maintenance duties and responsibilities as part of daily activity.

Responsible for cleaning and removing all debris, tools, etc., from assigned work area on a daily basis and upon completion of assigned projects.

Maintain assigned work areas, tools, and equipment in a clean, orderly and safe condition. Conduct activities in manner that minimizes damage to furniture, equipment, rugs, etc., within all assigned work areas.

Assist in fire, storm, or disaster as required or directed.

Provide assistance to assigned plumbers, electricians and carpenters as needed.

Perform snow removal and related activities as required or needed.

Perform landscaping and routine yard maintenance.

Observe all health and safety requirements.

Ability to climb three flights of stairs to deal with emergencies.

Ability to respond to emergencies by placing calls to Fire, Rescue, Police, and Medical etc.

**QUALIFICATION REQUIREMENTS:** *The Maintenance Worker must perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The qualifications listed below are representative of the knowledge/skill and/or ability required.*

§ Completion of four years of vocational high school preferred.

§ Minimum of one year of experience in all phases of building maintenance.

§ Knowledge of repairs of appliances and equipment, carpentry skills, plumbing and electrical repair work.

§ Ability to lift fifty pounds

§ Requires valid driver's license due to business-related travel

Interested in this position? **You can apply [HERE](#)**

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**Steppingstone Incorporated** is a non-profit organization with a primary mission of promoting health and social recovery for chemically addicted men and women by providing quality

treatment services. Since 1996, in response to the increase in the local homeless population, the Agency is devoted to aid in transitioning this population into safe, affordable, and supportive permanent housing.

