

# The South Coast Hot Jobs List – 25 June, 2017

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of 25 June, 2017. Click the right arrow to brown the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## **Enos Home Oxygen Therapy hiring for customer service representative**

Enos Home Oxygen Therapy is currently seeking a full-time Customer Service Representative .

After a 90 day, probationary period we offer the following benefits:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K Plan
- Paid Time Off

### **Responsibilities and Duties:**

- o Answers incoming phone calls (within a minimum of 3 rings) in a pleasant and professional manner- takes customer orders.
- o Maintains open communication with patients/clients and referral sources.
- o Responds to patient/client questions and problems.
- o Services walk-in customers.
- o Assists in preparing driver routes, logs route changes, and driver communication on route sheets as they occur.
- o Sets up new patient/client files.
- o Verifies private insurance, Medicare, Medicaid coverage.
- o Keys direct sales invoices into the computer
- o Pulls and keys orders into the computer.
- o Prepares invoices for the following day's route deliveries.

- o Maintains rental files by verifying customer is still using equipment verifying Medicaid coverage each month and following up on Medicaid Pending patients
- o Types follow-up referral letters.
- o Complete incoming fax and mail orders in a timely manner
- o Performs other duties as requested.

**Qualifications:**

Education:

- o Graduate of an accredited high school.

Experience/Knowledge:

- o Previous data entry experience.
- o Typing and 10-key skills.
- o Excellent organizational and communication skills (verbal and written).
- o Excellent interpersonal and teamwork skills.
- o Ability to work well under pressure
- o Ability to maintain confidentiality and resolve conflict effectively and professionally.
- o Ability to multi-task, pay attention to detail, and excellent time management skills

Contact: Joanne in Human Resources for more information  
**508-742-0732** or send your resume to  
**employment@enoshomemedical.com.**

*Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.*

**Cape Cod Distributors hiring for Non-CDL drivers**

Non-CDL drivers needed – \$13.00/hour to start. Experience helpful but not necessary. Health insurance and vacation package. Full time Year round work located in Wareham, MA.

- Full time or part time.
- Hours are third shift, Midnight to 7am.
- Driving box truck 12-15 thousand pounds. Isuzu NPR trucks. Delivering Dunkin Donuts product to stores. Some kitchen work required.
- Background check required, good driving record and drug test. Must pass physical for Medical Certificate.

Apply in person at 17 Kendrick Rd Wareham Ma 7am-10pm, seven days a week.



### **Lead Elementary Teacher – Alma del Mar (New Bedford)**

Lead teachers are the core of Alma's crew. Our lead teachers work in teams to make sure that every scholar in their grade level achieves at high levels and develops the habits they will need to succeed. Lead teachers are auteurs, creative leaders who stop at nothing to ensure that their scholars' learning experience is truly powerful...Want to apply? Full details and application process: **HERE**.

## **Help Wanted: Sales Person – New Bedford Guide**

New Bedford Guide is looking for an additional salesperson. We are looking for people that care more about clients than making money, although compensation can be very good. Most potential clients contact us, so you will be selling a product that is in demand and effective.

### Responsibilities

- Take leads and convert them into sales
- Manage clients
- Present media kit to potential clients
- Process payments

### Requirements:

- Must have a valid driver's license and be willing to travel
- Must have a cell phone
- Must be a self starter and can manage own schedule
- Must be friendly and can manage clients
- Must have excellent communication skills and not afraid to talk to business owners/managers

Compensation: Compensation negotiable.

Send resumes to [mike@newbedfordguide.com](mailto:mike@newbedfordguide.com).

## **Help Wanted: New Bedford area night life host**

New Bedford Guide is hiring for a night life and event host. We are looking for a fun personality to showcase the area nightlife and event scene.

Pays \$20-\$25/hr

### Responsibilities

- Host a 1-hour special previewing the weekend
- Research events in the area

- Show up and feature the events

Requirements:

- Must have a valid driver's license and be willing to travel
- Must have a cell phone
- Must be comfortable in front of a camera
- Must be at least 21 years old
- Flexible schedule, but must have some availability at nights and weekends

Send resume/bio card and at least one photo to [mike@newbedfordguide.com](mailto:mike@newbedfordguide.com).

**Water Waste Treatment Plant Operator (Dartmouth, MA)**

wwtp\_operator2

**Finance Committee Secretary (Dartmouth, MA)**

fincom\_secretary\_mar\_2017

**Traffic Supervisor (Dartmouth, MA)**

posting\_traffic\_supervisor\_may2017

**Temp Clerical Support (Dartmouth, MA)**

temp\_clerical\_support\_6\_2017

**Civil Preparedness Director (Dartmouth, MA)**

civil\_preparedness\_director

**Part-time Library Tech (Dartmouth, MA)**

library\_technician\_0

## **Videographer floater (New Bedford Cable Access)**

NEW BEDFORD CABLE ACCESS

VIDEOGRAPHER FLOATER

\$13.00/HOUR NO BENEFITS (VARIABLE TIME)

The Videographer Floater is called on as-needed basis for assistance with overall operations. Assists Videographers in shooting, editing and airing various programs on the government and educational access channels. Demonstrates knowledge of equipment and responsibilities will result in more detailed assignments, as well as an increase in assignments.

Some experience in shooting and editing video, and/or enrollment in an Associate's Degree program for broadcasting, TV production, mass communications, media, etc. preferred. Candidates must have a willingness to learn overall television production skills. Candidates also must have a flexible schedule as nights, weekends and holidays will be required. Candidates should also have knowledge of proper video equipment handling and maintenance including trouble shooting a plus.

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

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

## **New Bedford area night life host**

New Bedford Guide is hiring for a night life and event host. We are looking for a fun personality to showcase the area

nightlife and event scene.

Pays \$20-\$25/hr

### Responsibilities

- Host a 1-hour special previewing the weekend
- Research events in the area
- Show up and feature the events

### Requirements:

- Must have a valid driver's license and be willing to travel
- Must have a cell phone
- Must be comfortable in front of a camera
- Must be at least 21 years old
- Flexible schedule, but must have some availability at nights and weekends

Send resume/bio card and at least one photo to [mike@newbedfordguide.com](mailto:mike@newbedfordguide.com).

### **Sales Person – New Bedford Guide**

New Bedford Guide is looking for an additional salesperson. We are looking for people that care more about clients than making money, although compensation can be very good. Most potential clients contact us, so you will be selling a product that is in demand and effective.

### Responsibilities

- Take leads and convert them into sales
- Manage clients
- Present media kit to potential clients
- Process payments

### Requirements:

- Must have a valid driver's license and be willing to travel

- Must have a cell phone
- Must be a self starter and can manage own schedule
- Must be friendly and can manage clients
- Must have excellent communication skills and not afraid to talk to business owners/managers

Compensation: Compensation negotiable.

Send resumes to [mike@newbedfordguide.com](mailto:mike@newbedfordguide.com).

## CITY OF NEW BEDFORD

### EMERGENCY MEDICAL SERVICES

EMERGENCY MEDICAL TECHNICIAN (variable time) \$13.39hr

Responds to given locations with lights and siren, driving in a defensive manner, obeying the rules of the road.

Working alongside a Paramedic, stabilizes patients at scene, i.e. CPR, airway management, control bleeding, assists in starting IV, splints body as needed using proper equipment to load patient into ambulance.

Prepares patient care reports contiguous with incidents to ensure continuity of care for the EMS Office, billing records and physician information.

Ensures that equipment is in proper places and in good working order, cleans equipment and patient care compartment in order to have the ambulance ready for the next response. Replaces stock used in the course of patient care as required.

Contacts the Dispatch Center in order to inform them of status relative to response, arrival, availability, deployment of additional resources for any other reason necessary for operation.

Minor vehicle maintenance, which includes washing; checking oil, water, fuel; washing floors and cleaning windows.



Attends re-certification classes in order to maintain certification.

Applicants must possess current certification as an Emergency Medical Technician (Ambulance) by the Massachusetts Department of Public Health, and current certification as a Healthcare Provider by the American Heart Association (M.G.L., Chapter 111c, sections 3 and 6). Must have a valid Massachusetts driver's license and good driving record.

This position is subject to re-certification by the State Office of Emergency Medical Service.

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

New Bedford has a residency requirement.

#### CITY OF NEW BEDFORD

WATER REGISTRAR \$51,655 – \$64,574

#### DEPARTMENT OF PUBLIC INFRASTRUCTURE

Manages and supervises the billing and collections of 24,000 water and sewer accounts monthly. Provides excellence in customer service, ensuring that the staff does as well, and maintains accurate and reliable account records.

Manages full cycle accounts receivable: ensuring that collections are strong; reconciles accounts receivable to City's ledger, taking actions when collections are not strong (initiating and managing shutoff procedures, lien procedures, etc). Prepares department's receivables for annual audit. Provides excellence in customer service to the public and ensures that the staff has proper customer service skills. Prepares Standard Operating Procedures and updated policies, and ensures they are effectively implemented, and generally

assists in the department's overall goal of digitizing records and creating streamlined processes.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Bachelor's Degree preferred. Knowledge of, or ability to quickly learn, customer and revenue account structure, including knowledge of bill codes and how they function within the City's ledger. Knowledge of collection trends necessary to accurately prepare projections. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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

#### CITY OF NEW BEDFORD

#### DEPARTMENT OF PUBLIC INFRASTRUCTURE

#### PARK MAINTENANCE PERSON \$12.74hr – \$17.88hr

Performs a variety of semi-skilled tasks in the maintenance and operation of City property such as Parks, recreation areas (playgrounds), and Historic and Downtown Districts including streets, sidewalks, grounds, open spaces and facilities.

Daily cleaning and maintenance of all City streets, sidewalks and public areas within City parks, Historic and Downtown Business Districts; mows and maintains open space areas such as baseball and soccer fields; mows and removes weeds; cleans and maintains tennis courts and nets; maintains sprinkler systems; and assists in the repair and installation of sprinkler lines and heads; maintains, cleans, paints and repairs lamp posts including cleaning glass and changing light bulbs; maintains, washes, paints and repairs or replaces

public benches as needed.

Drags ball fields; lines fields for games; inspects, washes, paints and repairs or replaces park tables and slabs; performs minor semi-skilled maintenance such as painting, plumbing, carpentry and unskilled work; performs routine maintenance on lawn and power equipment; plants and maintains lawns, trees, shrubs and flowers; carries out the seeding, top dressing, soil conditioning and watering of the City's parks, and Historic and Downtown Business Districts; performs routine maintenance on lawn and power equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, weed eaters and irrigation systems; operates tractors, mowers, jack hammers, trucks steam cleaners, buffers, washers and other listed equipment as needed.

Possession of a valid Massachusetts driver's license and good driving record.

This position requires an alternating seven day work schedule and may include some Saturdays and Sundays.

Graduation from a high school or GED equivalent preferred. Considerable knowledge of equipment, materials and supplies used in building and grounds maintenance; considerable knowledge of equipment and supplies used to do minor repairs. Some knowledge of first aid and applicable safety precautions.

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

New Bedford has a residency requirement.

### **Water Registrar (City of New Bedford)**

CITY OF NEW BEDFORD

WATER REGISTRAR \$51,655 – \$64,574

## DEPARTMENT OF PUBLIC INFRASTRUCTURE

Manages and supervises the billing and collections of 24,000 water and sewer accounts monthly. Provides excellence in customer service, ensuring that the staff does as well, and maintains accurate and reliable account records.

Manages full cycle accounts receivable: ensuring that collections are strong; reconciles accounts receivable to City's ledger, taking actions when collections are not strong (initiating and managing shutoff procedures, lien procedures, etc). Prepares department's receivables for annual audit. Provides excellence in customer service to the public and ensures that the staff has proper customer service skills. Prepares Standard Operating Procedures and updated policies, and ensures they are effectively implemented, and generally assists in the department's overall goal of digitizing records and creating streamlined processes.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Bachelor's Degree preferred. Knowledge of, or ability to quickly learn, customer and revenue account structure, including knowledge of bill codes and how they function within the City's ledger. Knowledge of collection trends necessary to accurately prepare projections. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

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



## **Enos Home Medical is Looking for Summer Help – Assistant Delivery Technician**

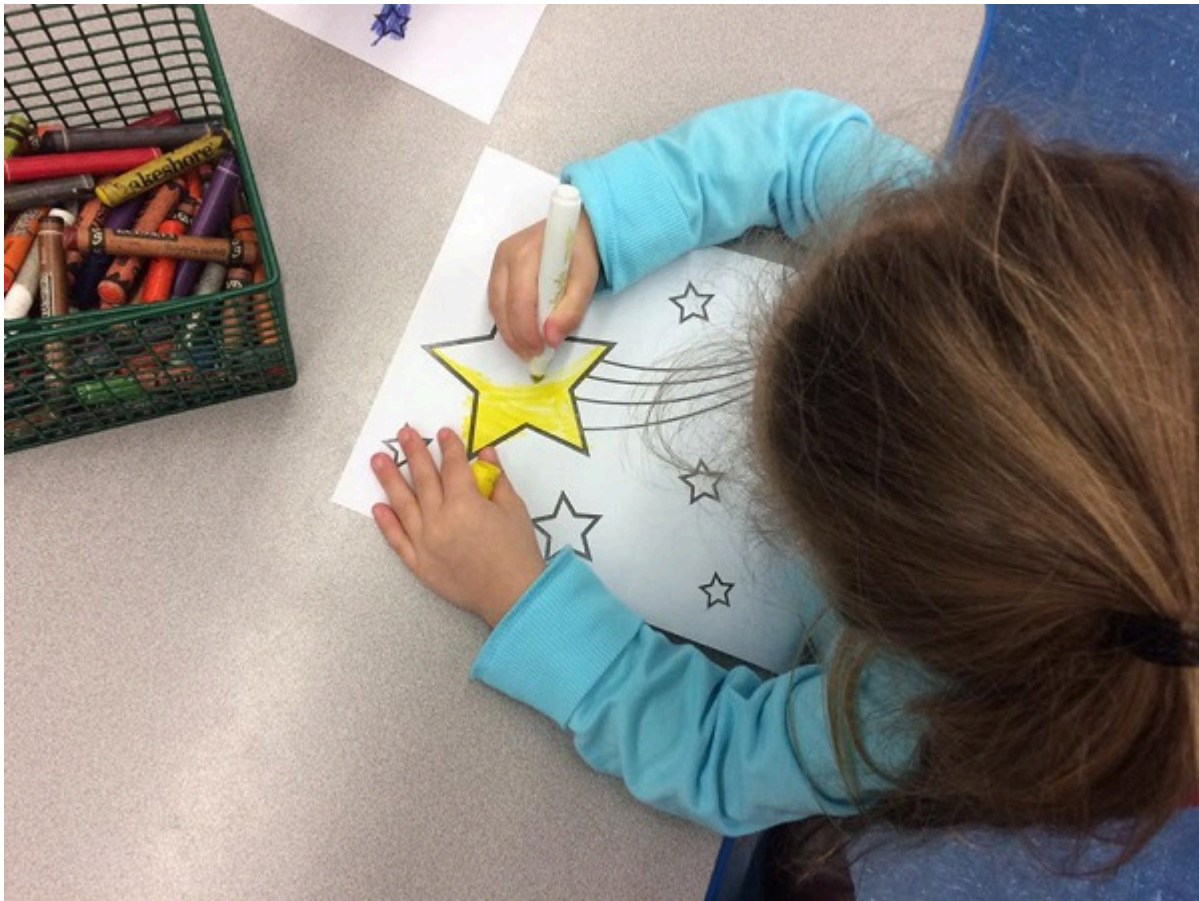
### **Responsibilities and Duties:**

- o Assists, when necessary, the pulling of equipment and supplies from the warehouse as prescribed on patient/client delivery tickets.
- o Loads the equipment, oxygen systems, and related supplies on to a delivery vehicle.
- o Assists with pick up and delivery of rental equipment, as directed.
- o Returns and unloads returned rental equipment at the warehouse facility.
- o Assists in cleaning and disinfecting rental equipment. Assists in minor repair work.
- o Demonstrates timeliness, courtesy, sincerity and patience with dealing with customers.
- o Accepts other duties and activities as assigned.

Flexible schedule approximately 30 hours per week

Contact: Joanne in Human Resources for more information  
508-742-0732 or send your resume to  
employment@enoshomemedical.com

### **Help Wanted: P.A.C.E Head Start Program – Lead Teacher**



Experienced and enthusiastic Early Childhood Lead Teacher needed to work in our accredited comprehensive Head Start Program. Candidates must have a Bachelor's degree in Early Childhood Education or a related field with proper coursework. Must also possess Lead Teacher qualifications through the Department of Early Education and Care, or possess the requirements to attain this credential.

Responsibilities include supervision of a pre-school aged classroom of children. Must be capable of developing and implementing appropriate curriculum, as well as, assessing and individualizing for young children. Applicants should be knowledgeable about developmentally appropriate practice,

positive interactions, and early learning frameworks for pre-school aged children. Candidate should be eager to plan engaging classroom activities, motivate parents and guardians to engage in their child's learning, and possess the skills to communicate effectively in a variety of means with children, families, co-workers, and managers concerning program operations.

Salary: \$18.42 – \$21.02/hr.

Hours per week: 40

Weeks per year: 39 – 52

Benefit package includes; health insurance, dental and life insurance, 403B retirement, medical flexible spending account, excellent compensation for vacation time, personal time, sick time, and paid holidays.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Deadline to apply: 5:00 p.m., Monday, June 26, 2017

Send cover letter and resume or application to:

P.A.C.E., Inc.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources





**PAY:** \$12.74hr – \$17.88hr

**DEPARTMENT OF PUBLIC INFRASTRUCTURE**

Prepares graves for the burial of the deceased as well as maintenance of cemetery grounds.

Cuts, trims and performs general care of lawn areas; digs and backs graves. Sets up graves with artificial grass and lowering device. Rakes leaves; prunes and trims overgrown brush. Shovels snow. Assists with the maintenance and repair of highway system.

Subject to call seven days a week/twenty-four hours a day for emergency work.

Graduation from a high school or GED equivalent preferred. Possession of a valid Massachusetts driver's license. Possession of a Commercial Driver's License (CDL) a plus. Ability to operate riding mowers, gas-powered lawn mowers, weed-eaters, jackhammers, chainsaws, gas-powered snow blowers, various hand tools.



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

New Bedford has a residency requirement.



### **Multiple Positions – Dunkin' Donuts (New Bedford & Fairhaven)**

Dunkin' Donuts is hiring for multiple positions in New Bedford and Fairhaven. The job pays \$11 an hour plus tips! Benefits for employees that meet qualification include: Paid vacation & health insurance. Want to apply? Full details and application process: **[HERE](#)**.



**Driver/Delivery Technician – Enos Home Oxygen & Medical Supply, Inc. (New Bedford)**

Delivery, set-up, and pick up of DME equipment. Supplemental oxygen products and supplies to home care patients within a prescribed and assigned geographical area. Loads the equipment, oxygen systems, and related supplies on to a delivery vehicle...Want to apply? Full details and application process: **HERE**.



**Data Entry Clerk – City of New Bedford (New Bedford)**

Monitors and controls electronic computer to process business or other data according to operating instructions. Selects and loads input and output units with materials such as tapes or printout forms for operating runs. May control computer to provide input or output service for another computer under instructions from operator of that unit...Want to apply? Full details and application process: **HERE**.



**Physical Therapist – Community Nurse Home Care (New Bedford)**  
Supports the philosophy of the organization. Adheres to personnel policies. Performs a comprehensive physical therapy assessment including evaluation of patient's level of function. Develops a treatment plan including goals & actions appropriate to physical therapy deficits. Provides services in accordance with the plan of treatment. Refers patients to physical therapy assistant as appropriated and supervises physical therapy assistant according to agency policy and APTA guidelines...Want to apply? Full details and application process: **HERE**.





### **Private Home Care Aide – Community Nurse Home Care (New Bedford)**

Supports the philosophy of the agency and complies with agency policies. Accepts only assignments for which qualified. Communicates with the agency about problems in the home and concerns of client abuse or neglect. Completes required documentation accurately on a timely basis. Maintains a personal code of ethics and respects the confidentiality of the client and the family. Maintains a therapeutic relationship with client while not engaging in discussions of personal problems and opinions with client... Want to apply? Full details and application process: **HERE**.



## **Waterfront Visitor Center Staff – City of New Bedford (New Bedford)**

Serves as City Ambassador to all visitors at the Wharfinger Visitors' Center on Pier 3. Serves as coordinator for the Seaport Cultural District Summer Thursday Night programming. Greets each visitor on arrival and offers visitors an explanation of the historical exhibits in the Visitors' Center, and information regarding other attractions and amenities in the City. Requests each visitor to sign the visitors' log book and tracks daily visitation...Want to apply? Full details and application process: [HERE](#).



## **Arborist – City of New Bedford (New Bedford)**

Serves as Arborist for the Greening the Gateway Cities (GGC) Program, which is a State-funded grant that lasts through June 30, 2019; assesses, plans, manages and implements tree care for public and private trees in accordance with the grant; plants, trims and removes trees along public spaces; conducts other large-scale vegetation management projects; responds to tree emergencies including downed trees and limbs...Want to apply? Full details and application process: [HERE](#).





**Asst. Water Superintendent – City of New Bedford (New Bedford)**  
Supervises the operation and maintenance of the water treatment plant, watershed, reservoir, and pump stations; responsible for submitting reports to State agencies and monitors inventory; performs a variety of skilled, technical, supervisory and administrative work in the planning, construction, operation, repair, maintenance and replacement of municipal water collection and treatment systems...Want to apply? Full details and application process: **[HERE](#)**.



## **Project Coordinator (Engineering Division) – City of New Bedford (New Bedford)**

Prepares technical specifications for highway constructions, service maintenance work, water and wastewater treatment facilities, buildings and recreational facilities. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, Recycling... Want to apply? Full details and application process: **HERE**.

---

—  
Have a job to add to the Hot Jobs List? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).