



City Of
LAWRENCE
Massachusetts

Honorable Mayor William Lantigua



Employment Opportunities week of February 13, 2012

WILLIAM LANTIGUA
MAYOR
FRANK BONET
PERSONNEL DIRECTOR
TEL: (978) 620-3060
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Senior Account Clerk (Part-Time – 21 hours per week)

Department: Licensing Office

Pay Grade: Grade 9 (\$17.73 - \$19.70 per hour)

Union: L.A.C.E

Duties: Under administrative supervision of the Licensing Chairperson, perform a variety of licensing office duties and other bookkeeping, clerical and customer service functions of office operations in support of Chapter 2.88 and Chapter 5.04 of the Lawrence Code of Ordinances.

Attend bi-monthly public hearings of the Licensing Board. Prepare and post notices; prepare agenda and compile information; take minutes, type, and file and send copies to City and State offices as directed. Answer public inquiries in regards to licensing procedures; quote fees, reference information as requested. Type licenses, renewals, violations, affidavits, interdepartmental and state reports. Prepare and maintain directory of license holders. Update and maintain bookkeeping for departmental receipts. Maintain knowledge of state and local laws pertaining to licensing procedures. Perform other duties as related to the position and in support of the Board.

Qualifications: High School diploma or equivalent with a minimum of three years experience in the clerical field with proficiency of the Microsoft Office and Outlook software programs. Proficiency in the English and Spanish language preferred. Municipal Information Systems Software (MUNIS) knowledge a plus.

Appointing Authority:

William Lantigua, Mayor

Posting Date: January 24, 2012 **Deadline:** February 3, 2012

APPLICATIONS AVAILABLE IN THE PERSONNEL OFFICE

The City of Lawrence is an Equal Opportunity employer

Full Job Description and Application available at the City of Lawrence Personnel Department.

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. *If you need reasonable accommodations for any part of the application and hiring process,*

please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.

WILLIAM LANTIGUA
MAYOR
FRANK BONET
PERSONNEL DIRECTOR
TEL: (978) 620-3060
FAX: (978) 722-9130
www.cityoflawrence.com

JOB POSTING

Title: Senior Clerk
Department: Tax Collector
Pay Grade: Grade 9, (\$34,564.58-\$38,441.27 yearly)
Union: L.A.C.E

Duties: Under supervision of the Treasurer/Tax Collector. Perform a variety of bookkeeping and clerical duties in support of the collection function in the office. Process requests; record and type municipal lien certificates for real estate transactions; research property tax records and validate that taxes and utility assessments are current for the past three years; forward certificates to lawyers or other requesting parties within allotted time schedule.

Assist in balancing records and cash receipt books; enter payment information into computer or ledgers as needed.

Answer public and telephone inquiries providing accurate and helpful information to taxpayers; type correspondence and reports as directed; file tax information. Perform other related duties as assigned.

Qualifications: A candidate for this position should have a High School Diploma or equivalent; one to three (1-3) years of clerical and office experience involving record keeping and contact with the public, or an equivalent and relevant combination of education and experience. Proficiency in the English and Spanish languages desired.

Appointing Authority:

William Lantigua, Mayor

Posting Date: February 3, 2012 Deadline: February 13, 2012

APPLICATIONS AVAILABLE IN THE PERSONNEL OFFICE

The City of Lawrence is an Equal Opportunity employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis

Customer Account Executive- Retention
Location: Call Center in Malden, MA

www.comcast.com

Retail Account Executive – Bilingual

Location: South Boston, MA

www.comcast.com

Photo Lab Supervisor

CVS/pharmacy - Lawrence, MA

[See original job posting at CVS/pharmacy »](#)

General Summary:

Supervise all aspects of Photo Lab Operations. To meet Photo Lab performance expectations in the areas of: Sales, Customer Service, Inventory Management,

Markdowns, Merchandise Presentation, Loss Prevention, Equipment Operations. To provide leadership in the Photo Lab and to ensure all employees who work in the Photo

Lab are fully trained and certified.

Essential Functions:

1. Customer Service/ Sales Building

- Address all Photo Customers by name, prioritize orders, assist customers in choosing products/services, respond to all customer inquiries/issues, and maintain customer confidentiality
- Maintain an in-depth knowledge of current products and services offered
- Promote/Suggest additional photo products and services to all Photo customers
- Follow all quality assurance policies and procedures
- Establish professional relationships with customers to build sales through suggestive selling, soliciting business accounts, local events and promotions, etc.

2. Operations

- Oversee and operate all equipment, kiosks and technologies associated with the Photo Lab
- Operate a cash register
- Perform all functions necessary to open and close the Photo Lab
- Develop, price and package photo orders
- Schedule, perform and monitor all daily/weekly/monthly equipment maintenance activities to minimize machine malfunctions and downtime
- Ensure the Photo Lab and all employees who process film follow Federal and State laws and OSHA regulations
- React to all signs of internal and external theft
- Complete and maintain all required paperwork in the Photo Lab per company guidelines

3. Merchandise / Presentation

- Maintain a neat and organized Photo Lab and storage area, stock and rotate inventory
- Work with the Store Manager to anticipate inventory needs based on seasonal and local events
- Execute merchandising plans and signing programs to drive sales
- Utilize all sales building materials provided to the store and merchandise area surrounding the Photo Lab to promote additional sales

4. Management/ Human Resources

- Coordinate and track Training and Certification of all employees who process film in the Photo Lab within designed timeframes
- Assign and prioritize tasks to employees who work in the Photo Lab
- Work with Store Manager to provide direction, feedback and suggestions to employees who work in the Photo Lab to improve their performance, contribute to employee reviews
- Communicate and work effectively with the Store Team, Regional Category Specialist, District Manager and Qualex Account Development Specialist

Marginal Functions:

- Perform all Front Store and Pharmacy activities assigned by the Store Manager

To apply please go to:

https://wfa.kronostm.com/index.jsp?LOCATION_ID=1822345101&locale=en_US&applicationName=CVSNonReqExt&EVENT=com.deploy.application.hourly.plugin.SelectAdditionalLocations.doSearch&SEQ=selectAdditionalLocations&POSTING_ID=10126154

70

Public Affairs Specialist

02/05/2012 07:00 PM EST

Job Announcement Number:

DE-12-BOS-OPA-27

Location Name:

Boston Metro Area,Massachusetts;United States;North America;Boston,MA ;Brookline,MA ;Cambridge,MA ;Chelsea,MA ;Everett,MA ;Newton,MA ;Quincy,MA ;Somerville,MA

Government Agency Subelement Name:

Office of Public Affairs

Occupation Code:

Public Affairs

Pay Plan:

GS

Appointment Duration:

Permanent

Opening Date:

Monday, February 06, 2012

Closing Date:

Tuesday, February 21, 2012

Job Status:

Full-Time

Salary:

\$75,222.00 to \$116,282.00 / Per Year

Pay Grade(s):

12 to 13

Who May Apply:

Public

Job Summary:

This position is located in the Office of Public Affairs, Boston/New York Regional Office, Boston, Massachusetts. Salary Range: GS-12: \$75,222-97,787 per annum (Boston Locality Pay) GS-13: \$89,449-\$116,282 per annum (Boston Locality Pay) Incumbent participates in the development and operation of the regional public affairs program and speaks authoritatively for the Regional Director of Public Affairs (RDPA) and serves as the Regional Director in his/her absence. Develops and disseminates public affairs positions and plans, responds to regional and national media queries, and coordinates community relation events and activities that detail the goals and objectives of the Department of Labor. Participates in developing strategic goals and objectives for outreach programs and other public affairs events, campaigns, and programs that support the OPA's outreach initiatives in support of DOL's goals and objectives. Participates in the development of regional information plans to establish regional priorities and identify methods and approaches to be used in support of these efforts. Serves as one of two spokespersons in the region. Responds orally or in writing to requests for information or assistance from the media or various segments of the private sector. Prepares news releases for the OPA. Collaborates with RDPA on issues being researched or discussed. Researches and develops facts for news releases when data is sketchy while following

appropriate channels for clearance before release. Utilizes various methods and techniques in achieving communication goals such as news releases, feature articles, news conferences, and publications. Represents DOL/OPA at conferences, conventions, meetings, etc. and serves as the Regional Director of Public Affairs (RDPA) in his/her absence. "Spanish language fluency is desirable, but not required. Applicants should document their ability to read, write and speak Spanish on their resume." This position has promotion potential to the grade of GS-13. Applications for this vacancy will be accepted on-line by clicking the Apply Online button below. The Department of Labor does not recognize academic degrees from schools that are not accredited by an accrediting institution recognized by the Department of Education. Any applicant falsely claiming an academic degree from an accredited school will be subject to actions ranging from disqualification from federal employment to removal from federal service.

To apply please go to: www.usajobs.gov

Benef Elig & Refer Soc Wrk (C)

Agency Name:	Dept. of Transitional Assistance
Official Title:	Benef Elig & Refer Soc Wrk (C)
Functional Title:	Quality Control Specialist
Occupational Group:	Social Service
Position Type:	Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$46,438.60 to \$63,092.12 Annually
Bargaining Unit:	08
Shift:	Day
Confidential:	No
Number Of Vacancies:	2
City/Town:	Lawrence
Region:	NORTHEAST
Facility Location:	Lawrence TAO - 15 Union Street, Lawrence, MA 01840
Application Deadline:	02-21-2012
Apply Online:	No
Posting ID:	J29161

This position is funded from the Commonwealth's annual operating budget.

Duties:

Performs Federally mandated Food Stamp Quality Control reviews within mandated time frames, conducts special projects review on various topics; conducts special projects for DTA that may involve interaction with both internal DTA administrative and program units and external government and private agencies, that target specific areas of State/Federal policies and procedures for review. Reviews and analyzes a statistically valid sample of cases in all categories of public assistance to determine the accuracy of the casework performed. Determines the correctness of financial assistance payments made by local office personnel. Assists in the computation and production of state and local office error rates. The review process may require travel to any DTA service area throughout the state as well as interviews with clients in their homes. As needed, perform special error-related projects and prepare and submit reports required by federal, state and agency administration; and perform related duties as required.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS:

REQUIRED WORK EXPERIENCE: At least four years of full-time, or equivalent part-time, professional experience in social work or social casework, claims adjudication, job placement, recruitment, employment counseling, vocational or rehabilitation counseling, credit investigation, educational counseling, legal advocacy, or legal counseling.

SUBSTITUTIONS:

- A Bachelor's or higher degree may be substituted for two years of the required experience on the basis of two years of education for one year of experience.
- One year of education equals 30 semester hours. Education toward a degree will be prorated on the basis of the proportion of the requirements actually completed.

LICENSES: Based on assignment, travel may be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

Preferred Qualifications:

Ideal candidates will have in depth knowledge of state and federal policies, procedures, laws, rules, systems and regulations governing eligibility for assistance programs.

Possess a demonstrated ability to write clear concise, accurate and informative reports and develop ideas in a logical sequence and work independently.

Candidates should possess the ability to plan and organize work assignments simultaneously.

Ability to exercise discretion in handling confidential information.

Possession of a valid Massachusetts state drivers license and able to travel statewide as assigned.

Bilingual in Spanish language preferred.

Comments:

This is a Civil Service position.

Monitors and evaluates agency performance by reviewing work performed by Benefits Eligibility & Referral Social Worker staff, supervisors and managers, by using multiple standards of measurement for review; by performing state and federal Quality Control reviews; by collecting data on Department of Transitional Assistance cases for the Federal Government using federal definitions. Also evaluates local office operations; identifies programmatic and operational deficiencies to facilitate effective corrective action; monitors and implements court decisions to ensure compliance and avoid potential court sanctions for noncompliance. Performs special review projects on various topics; and performs related duties as required. All of these duties will be performed in accordance with Department policy and the Collective Bargaining Agreement.

This opportunity is a Provisional Appointment.

Minorities, Women, Veterans and persons with a disability are encouraged to apply.

If you need a reasonable accommodation, please contact our Civil Rights Manager, Tiffany Ampofo, at 617-348-8531.

WHERE EQUAL OPPORTUNITY/AFFIRMATIVE ACTION IS A PRACTICE.

A criminal background check will be completed on the recommended candidate as required by the regulations set forth by the Executive Office of Health and Human Services prior to the candidate being hired. For more information, please visit <http://www.mass.gov/hhs/cori> and click on "Information for Job Applicants."

How To Apply:

All interested candidates should mail two (2) copies of cover letter, a current resume and their most recent performance review with identifying posting #J29161 to:

Laura DiNapoli
Children, Youth and Families
Employment and Staffing Unit
600 Washington Street – 7th Floor
Boston, MA 02111

Please reference the Posting ID J29161 on all correspondence. Resume and cover letter must reference the Posting ID number. Materials submitted must be post marked by the posting deadline date in order to be considered.

Please submit a separate resume and cover letter if applying for multiple positions.

Customer Service Line 1-800-510-4122, option # 2.

Shift Supervisor

Youth Services Group Worker II

Agency Name: **Dept. of Youth Services**
Official Title: **Youth Services Group Worker II**
Functional Title: **Shift Supervisor**
Occupational Group: **Police, Guard, Correctional**
Position Type: **Civil Service**
Full-Time or Part-Time: **Full-Time**
Salary Range: **\$32,486.74 to \$43,525.04 Annually**
Bargaining Unit: **02**
Shift: **Evening**
Confidential: **No**
Number Of Vacancies: **1**
City/Town: **Chelmsford**
Region: **NORTHEAST**
Facility Location: **255 Princeton Street, North Chelmsford, MA 01863**
Application Deadline: **02-20-2012**
Apply Online: **No**
Posting ID: **J29201**

This position is funded from the Commonwealth's annual operating budget.

Duties:

The Shift Supervisor performs various care and security activities in connection with juveniles in custody of the agency; observes conduct and behavior of juveniles assigned to the facility; maintains liaison with staff members, law enforcement agencies, professional specialist and others.

- Assist the Group Worker III and in his/her absence assumes responsibilities for the operation of the assigned shift.
- Direct supervision of up to six (6) subordinates.

- Conduct supervision in a timely fashion on a regularly schedules basis.
- Direct activities of staff and residents, plan activities, and coordinates resources.
- Ensures that all unit policies are carried out.
- Ensures proper security, control and supervision.
- Perform the physical requirements of the job i.e. restrains, CPR, etc.
- Participates in staff meetings and training sessions.
- Ability to provide positive leadership to subordinates.
- Provides a positive atmosphere for learning and growth to all subordinates.
- Able to provide both positive feed back as well as corrective action to subordinates via supervision.
- Able to follow up and finish all tasks assigned by supervisor or administration.
- Able to work as a team with staff from other shifts for the overall benefit of the program.
- Takes initiative to create or improve current systems and procedures to help create an efficient workplace.
- Acts as liaison for communication of any concerns or problems from subordinates up through chain of command.
- Other related duties as assigned.

Qualifications:

Minimum Entrance Requirements: Applicants must have at least (A) one year of full-time, or equivalent part-time, experience in correctional institution work, the major duties of which included the custodial care, treatment, counseling and/or rehabilitation of juveniles, or (B) any combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's or higher degree with a major in police science, criminology, law enforcement or criminal justice may be substituted for the required experience.*

*Education towards such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: Based on assignment, position of a current and valid Massachusetts Class D Motor Vehicle Operator' License may be required.

Preferred Qualifications:

- Strong written and verbal communication skills.
 - Ability to delegate and oversee the work of subordinate staff.
 - Experience working in a residential setting.
 - Working knowledge of the principle of Dialectical Behavioral Therapy (DBT).
- MS Word and MS Excel, Outlook, etc.

Comments:

This is a Civil Service position. If there is no civil service list for this title, employees appointed must take and pass the next Civil Service examination when administered.

Candidate must be flexible.

Hours to be Worked: 40

Days Off: Wednesdays and Thursdays

Shift: Second (3:00p.m. - 11:00p.m.)

Transportation Requirement: Valid Mass Driver's License must have reliable transportation.

Minimum Age Requirement: 21 years.

Employment is contingent on a Background check.

Pre-Employment Requirements: Candidates must pass a pre-employment screening which includes: 1) Drug Screening; 2) Psychological Screening; 3) Medical Examination; and 4) Physical Abilities Test (PAT) for direct care positions. If you would like more information, please logon to the DYS website www.mass.gov/dys to access detailed information on the Pre-Employment process.

The Department of Youth Services (DYS), under Massachusetts General Laws, Chapters 18A, 119 and 120, is the juvenile justice agency of the Commonwealth of Massachusetts. The Department's mission is to protect the public and prevent crime by promoting positive change in the lives of youth committed to DYS care and custody, and by partnering with communities, families, government and provider agencies toward this end. The Department accomplishes its mission through interventions that build knowledge, develop skills and promote positive change in the behavior of the youth in DYS care and custody.

The goal of DYS is to focus on youths' gradual reintegration back to the community as productive citizens. DYS works in partnership with provider agencies, law enforcement and school officials, families, communities and others to ensure that the services provided are effective and that they create pathways to success for the young men and women in DYS care and custody. By working in close collaboration with these entities, DYS can continue to help make communities better and safer places.

A criminal background check will be completed on the recommended candidate as required by the regulations set forth by the Executive Office of Health and Human Services prior to the candidate being hired. For more information, please visit <http://www.mass.gov/hhs/cori> and click on "Information for Job Applicants."

How To Apply:

Please mail two (2) copies of resume and cover letter to:

Laura DiNapoli
Children, Youth and Families
Employment and Staffing Unit
600 Washington Street – 7th Floor
Boston, MA 02111

Please reference the Posting ID J29201 on all correspondence. Resume and cover letter must reference the Posting ID number. Materials submitted must be post marked by the posting deadline date in order to be considered.

Please submit a separate resume and cover letter if applying for multiple positions.

Customer Service Line 1-800-510-4122, option # 2.

Opportunities with the Psychological Center

Current Job Openings
Chief Executive Officer (CEO)
Clinical Director
Outpatient Clinician
Bilingual/Bicultural Outpatient Clinician
PT Residential Staff
Residential Case Worker
Residential Relief Staff

To apply please go to: <http://www.psychologicalcenter.com/application.html>

Local Office Quality Control Specialist

Benef Elig & Refer Soc Wrk (C)

Agency Name: **Dept. of Transitional Assistance**
Official Title: **Benef Elig & Refer Soc Wrk (C)**
Functional Title: **Local Office Quality Control Specialist**
Occupational Group: **Social Service**
Position Type: **Civil Service**

Full-Time or Part-Time: **Full-Time**
Salary Range: **\$46,438.60 to \$63,092.12 Annually**
Bargaining Unit: **08**
Shift: **Day**
Confidential: **No**
Number Of Vacancies: **1**
City/Town: **Salem**
Region: **NORTHEAST**
Facility Location: **Northshore TAO - 35 Cogress Street, Salem, MA 01970**
Application Deadline: **02-21-2012**
Apply Online: **No**
Posting ID: **J29198**

This position is funded from the Commonwealth's annual operating budget.

Duties:

Performs special review projects on various topics; Conducts numerous special projects of DTA that may involve interaction with both internal DTA administrative and program units and external government and private agencies, targeting specific areas of State/Federal policies and procedures for review. Reviews and analyzes a statistically valid sample of cases in all categories of public assistance to determine the accuracy of the casework performed. Determines the correctness of financial assistance payments made by local office personnel. Assists in the computation and production of state and local office error rates. Execution of the review process may require travel to any DTA service area throughout the state. Areas of review may include but not be limited to; monitor and evaluate contract compliance by vendors/contracts through the audit and review of work performed, utilizing multiple standards of measurement; conduct high risk investigatory reviews to determine fraud; identify individual and/or agency training needs.

Perform as needed special error-related projects and prepare and submit reports required by federal, state and agency administration; and perform related duties as required.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS:

REQUIRED WORK EXPERIENCE: At least four years of full-time, or equivalent part-time, professional experience in social work or social casework, claims adjudication, job placement, recruitment, employment counseling, vocational or rehabilitation counseling, credit investigation, educational counseling, legal advocacy, or legal counseling.

SUBSTITUTIONS:

- A Bachelor's or higher degree may be substituted for two years of the required

experience on the basis of two years of education for one year of experience.

- One year of education equals 30 semester hours. Education toward a degree will be prorated on the basis of the proportion of the requirements actually completed.

LICENSES: Based on assignment, travel may be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

Preferred Qualifications:

Ideal candidates will have in depth knowledge of state and federal policies, procedures, laws, rules, systems and regulations governing eligibility for assistance programs.

Possess a demonstrated ability to write clear concise, accurate and informative reports and develop ideas in a logical sequence and work independently.

Candidates should possess the ability to plan and organize work assignments simultaneously.

Ability to exercise discretion in handling confidential information.

Possession of a valid Massachusetts state drivers license and able to travel statewide as assigned.

Bilingual in Spanish language preferred.

Comments:

This is a Civil Service position.

Monitors and evaluates agency performance through the review of work performed by all Benefits Eligibility & Referral Social Worker staff, supervisors and managers, using multiple standards of measurement for review; performs state and federal Quality Control reviews; collects data on Department of Transitional Assistance cases for the Federal Government using federal definitions; evaluates local office operations; identifies programmatic and operational deficiencies to facilitate effective corrective action; monitors and implements court decisions to ensure compliance and avoid potential court sanctions for noncompliance. Performs special review projects on various topics; and performs related duties as required. All of these duties will be performed in accordance with Department policy and the Collective Bargaining Agreement.

This opportunity is a Provisional Appointment.

Minorities, Women, Veterans and persons with a disability are encouraged to apply.

If you need a reasonable accommodation, please contact our Civil Rights Manager, Tiffany Ampofo, at 617-348-8531.

WHERE EQUAL OPPORTUNITY/AFFIRMATIVE ACTION IS A PRACTICE.

A criminal background check will be completed on the recommended candidate as required by the regulations set forth by the Executive Office of Health and Human Services prior to the candidate being hired. For more information, please visit <http://www.mass.gov/hhs/cori> and click on "Information for Job Applicants."

How To Apply:

All interested candidates should mail two (2) copies of cover letter, a current resume and their most recent performance review with identifying posting #J29198 to:

Jessica Hopps
Children, Youth and Families
Employment and Staffing Unit
600 Washington Street – 7th Floor
Boston, MA 02111

Please reference the Posting ID J29198 on all correspondence. Resume and cover letter must reference the Posting ID number. Materials submitted must be post marked by the posting deadline date in order to be considered.

Please submit a separate resume and cover letter if applying for multiple positions.

Customer Service Line 1-800-510-4122, option # 2.

Administrative Assistant I

Agency Name: **Dept. of Public Health**
Official Title: **Administrative Assistant I**
Functional Title: **Administrative Assistant I**
Occupational Group: **Office & Program Admin**
Position Type: **Civil Service**
Full-Time or Part-Time: **Full-Time**
Salary Range: **\$35,263.80 to \$50,515.14 Annually**
Bargaining Unit: **06**
Shift: **Day**
Confidential: **No**
Number Of Vacancies: **1**
City/Town: **Wakefield**
Region: **NORTHEAST**

Facility Location: **200 Harvard Mills Square Suite 330 Wakefield, MA 01880**
Application Deadline: **02-20-2012**
Apply Online: **No**
Posting ID: **J29204**

This position is funded from the Commonwealth's annual operating budget.

Duties:

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

A. Monitors the licensing unit activities by maintaining statistical information on incoming documents to ensure effective operation and compliance of the Licensing Division with the established standards of the Board of Registration in Medicine Regulations. This is accomplished by knowledge of and compliance with the Board of Registration in Medicine Regulations, 243 CMR and the Licensing Division Policies and Procedures.

B. Monitors incoming documents to ensure they are in compliance with the Board of Registration in Medicine's licensing requirements. Confers with other agency staff to exchange information on legal and medical issues. Maintains liaison with other state, federal and certifying agencies to exchange information and ensure that information received is current. This is accomplished by querying the AMA, National Practitioner Data Bank and the Federation of State Medical Boards data bases.

C. Reviews and analyzes licensing policies and procedures to identify opportunities to improve processing methods and expediting the licensing process. This is accomplished by identifying essential data elements and ongoing monitoring of productivity levels and making recommendations for improvement.

D. Compiles statistical information of data entry in CLARIS and provides ongoing reports to supervisor. This is accomplished by maintaining a daily log of job duties completed within specified time frames.

E. Acts as a liaison between the applicant, the Board and other agencies to facilitate collection of documents required to complete the licensing process. This is accomplished with ongoing communication with license applicants and periodic notification of missing documents to ensure that the applicant is kept apprised on the progress of the license application.

F. Analyzes license applications and incoming documents to identify any gaps in education, postgraduate training, legal or medical issues, which may require additional documentation and investigation. Compares dates on licensing application with the curriculum vitae for continuity of clinical activity and ensures that information is obtained from primary sources. This is accomplished by performing a comprehensive

screening of all documents and comparing the information and validating the documentation sources.

G. Coordinates collection of documentation from medical schools, postgraduate training programs, licensing boards, examination boards, the federal government and professional agencies. Updates CLARIS database checklist to track required documents to ensure that they are received on a timely basis and that the applicant is notified when documents are incomplete or not received. This is accomplished by analyzing the documents received on a daily basis and promptly returning incomplete documents and by written follow-up notices.

H. Composes letters and correspondence to other agencies regarding licensing issues, i.e. incomplete information on postgraduate or medical school verification forms. The medical school or postgraduate program is promptly notified. This is accomplished by reviewing license applications for missing or incomplete documents, reviewing incoming documents for completeness and by promptly returning incomplete documents to the originating source for correction or completion and utilizing Word 95.

I. Conducts an ongoing review and analysis of the content of documents in the licensing application to ensure that they are received from the primary source and that all pertinent information is received. This is accomplished by carefully analyzing all dates, signatures and official seals on incoming licensing documents.

J. Responds to telephone and written inquiries from the applicant, health care facilities, managed care providers, legal counsel and other agencies on the status of the applicant's license file. Ensures that the applicant has signed a waiver to allow the dissemination of information to the requestor. This is accomplished by performing a careful review of the license application to ensure that the information provided in the file is accurate.

K. Conducts final appraisal of licensing applications for completeness and forwarding to the Director of Licensing for final review and presentation to the Board for issuance of license or for review by the Legal Unit or the Board's Physician Health Committee. When the license application is complete, it is carefully reviewed and the checklist in CLARIS is completed prior to forwarding to the Director of Licensing. This is accomplished by a comprehensive review of all documentation in the licensing application and by ensuring that all checklist elements in CLARIS have been completed.

L. Performs related duties as assigned

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in office management, office administration, business administration or business management, the major duties of which included one or more of the following functions: purchasing, personnel management, budgeting, accounting, records management, work simplification, grants

management, contract administration or program management, (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's or higher degree with a major in business administration, business management or public administration may be substituted for the required experience.*

II. An Associate's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

SPECIAL REQUIREMENTS: None.

Preferred Qualifications:

QUALIFICATIONS REQUIRED AT HIRE:

Ability to analyze and determine the applicability of data, to draw conclusions and make appropriate recommendations. Ability to assemble information in accordance with established procedures. Ability to communicate effectively in oral expression, to deal tactfully with others, to exercise discretion in handling confidential information, to exercise sound judgment, to follow written and oral instructions, to maintain accurate records, write concisely, express thoughts clearly and develop ideas in logical sequence.

Comments:

A criminal background check will be completed on the recommended candidate as required by the regulations set forth by the Executive Office of Health and Human Services prior to the candidate being hired. For more information, please visit <http://www.mass.gov/hhs/cori>, and click on "Information for Job Applicants"

This is a Civil Service position.

If there is no civil service list for this title, employees appointed must take and pass the next Civil Service examination when administered. As applicable, preference for this position will be given to those candidates who are eligible for Civil Service/ConTest Reinstatement/Reemployment or to those candidates who have passed the civil service examination for this job title, and who respond to the job certification that was recently issued for this location" and/or to employees laid off or bumped from this title who are eligible for recall, and in accordance with Article 14 or applicable Collective bargaining requirements.

How To Apply:

Please mail or fax a copy of your cover letter and resume to:

Mrs. Jamie Noonan
Office of Health
Human Resources Department
600 Washington St., 7th Floor
Boston, MA 02111

Payroll Specialist (Lawrence, MA)

Mary Immaculate Health/Care Services, a not for profit, mission driven healthcare organization is currently seeking a Payroll Specialist. In this role, the ideal candidate will be responsible for the processing of a weekly payroll, including maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents and preparing special reports for management and other responsibilities and duties as required. The qualified Payroll Specialist will preferably hold a Bachelor's degree; 3-5+ years of previous experience in a relevant role; superior communication, problem-solving, multitasking and analytical thinking skills; you must be detail-oriented and proactive with excellent judgment and the ability to handle highly confidential information. Previous payroll processing experience with Paychex and/or ADP a must. CPP designation preferred.

Come join a team whose values are compassion, competence and collaboration!

- Location: Lawrence, MA
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

Action for Boston Community Development

ABCD, Inc. is an equal opportunity employer actively seeking applications under its affirmative action programs.

**Human Resources
Current Openings, February 03, 2012**

- [How to apply](#)
- [Most recent listings](#)

TIP: To search this page, use CTRL + F

- [**ACADEMIC DEAN**](#) *Urban College of Boston*
- [**ADULT EDUCATION TEACHER / CAREER COUNSELOR**](#) *Education, Training and Youth Services - LearningWorks*
- [**CASE MANAGER**](#) *Community Coordination - Citywide*
- [**COMMUNITY ORGANIZER / PLANNER**](#) *Mattapan Family Service Center*
- [**COMPUTER TEACHER**](#) *Parker Hill / Fenway Neighborhood Service Center*
- [**EDUCATION SUPERVISORS**](#) *Head Start and Children's Services - Citywide*
- [**FAMILY CASE MANAGERS**](#) *Head Start and Children's Services - Citywide*
- [**HEALTH AIDE**](#) *Head Start and Children's Services*
- [**HEALTH SERVICES MANAGER**](#) *Head Start and Children's Services*
- [**INFORMATION AND REFERRAL SPECIALIST**](#) *Child Care Choices of Boston (CCCB)*
- [**INFORMATION AND REFERRAL SPECIALIST**](#) *Community Coordination*
- [**LEAD TEACHERS**](#) *Head Start and Children's Services - Citywide*
- [**LOCAL DISABILITIES SPECIALIST**](#) *Early Head Start at Geneva Avenue*
- [**LOCAL DISABILITIES SPECIALISTS**](#) *Head Start and Children's Services - Citywide*
- [**LUNCH DELIVERER / PROGRAM HELPER**](#) *South Boston Head Start*
- [**PARENT SERVICES SPECIALIST**](#) *Child Care Choices of Boston (CCCB)*
- [**PROGRAM COORDINATOR - ABE**](#) *Education, Training and Youth Services - LearningWorks*
- [**PROGRAM COORDINATOR - YWHLA**](#) *Health Services "Entre Nosotras / Between Us Program*
- [**PROGRAM DIRECTOR**](#) *Walnut Grove Head Start*
- [**SCATTERED SITE CASE COORDINATOR**](#) *Housing and Homelessness Department*
- [**SOCIAL SERVICE / MENTAL HEALTH SUPERVISORS**](#) *Head Start and Children's Services - Citywide*
- [**STABILIZATION SPECIALIST**](#) *Housing and Homelessness Department*
- [**TEACHER - HIGH SCHOOL SPANISH**](#) *Education, Training and Youth Services - University High School*
- [**TEACHER ASSISTANTS**](#) *Head Start and Children's Services - Citywide*
- [**TEACHERS**](#) *Head Start and Children's Services - Citywide*
- [**TEACHERS**](#) *Early Head Start at Geneva Avenue*

[Back to top](#)

How to Apply

Email: hr@bostonabcd.org (Please indicate the job title you're interested in the subject line! Attachments in Microsoft Word ONLY, please.)

Please direct resumes and inquiries to:
Action for Boston Community Development, Inc.
Human Resources
Department 161
178 Tremont Street, Boston MA 02111

PHONE 617-357-6000
TTY 617-423-9215
FAX 617-423-7693

NEW ENGLAND LEARNING CENTER FOR WOMEN IN TRANSITION
479 Main Street, PO Box 520, Greenfield MA 01302 ♦ (413) 772-0871 ♦ fax (413) 772-2743 ♦ www.nelcwit.org

Position Announcement

Executive Director

February 2, 2012

The Position

The New England Learning Center for Women In Transition (NELCWIT) is seeking a visionary leader to serve as executive director. NELCWIT provides advocacy, education, and support to address domestic and sexual violence throughout the rural Franklin County-North Quabbin region. The leader of this small non-profit, based in Greenfield, will possess a commitment to anti-oppression work and will be responsible for the programmatic, fiscal, strategic, and overall operations of the organization.

The Organization

NELCWIT has assisted survivors of domestic and sexual violence since 1976. Our current services include a 24-hour crisis hotline, counseling and advocacy for adults, youth, and families, assistance for individuals seeking protection orders in the Franklin County courts, outreach to the Latino community, children's supervised visitation services, and prevention education, including initiatives with youth, our area's intertribal community, and others.

Priority Areas

With active involvement from the management team, NELCWIT's Executive Director is responsible for providing leadership, expertise, and oversight in the following areas:

- **Fiscal operations**, including the development of agency budget, administration of state contracts and grant funds, reviewing monthly reports, submitting financial reports to NELCWIT's board of directors, and managing the agency's assets.
- **Organizational leadership and planning**, including the development of a strategic plan, working closely with the board of directors on governance, and leading NELCWIT in its work to become an anti-oppression/antiracist organization.
- **Development and fundraising efforts**, including planning special events, cultivating individual donors, writing grant applications, and building community relationships. This

area also includes increasing NELCWIT's visibility in the community, using local press outlets to increase awareness, and representing NELCWIT's interests at the state and national levels.

- **Programmatic operations**, including insuring that the agency's current services and the development of future programs are in compliance with our mission and objectives, funding requirements, and agency policies; staying informed of "best practices" and current trends in addressing domestic and sexual violence as well as other issues affecting the agency's operations; and participating in statewide and national efforts to address domestic and sexual violence.

- **Human resources and personnel management**, including the administration of employee benefits, the formulation and administration of sound personnel decisions, and supervision of management and administrative staff. This area also includes working collaboratively and respectfully with the organization's union on labor-management issues, collective bargaining, and implementing agency policies, as well as facilitating staff meetings, participating in professional development opportunities, and leading team-building activities.

- **Facility management**, including planning for depreciation, scheduling routine maintenance, supervising maintenance staff, and overseeing the general upkeep of the building and grounds.

Qualifications

- Demonstrated commitment to and passion for working to end domestic and sexual violence.
- Empathetic, sophisticated understanding of the myriad social, economic and personal issues facing survivors of trauma and violence, and ability to articulate this understanding to diverse audiences.
- Demonstrated success in cultivating and securing financial support from state and federal sources, individuals, foundations, and corporations.
- Demonstrated belief in participatory management, transparent communication, and team leadership.
- Convictions and skills necessary to lead NELCWIT's work to become an anti-oppression/ antiracist organization, including an understanding of racism in the context of domestic and sexual violence.
- Experience with community and coalition building and with legislative advocacy.
- Demonstrated ability to develop and sustain collaborative relationships with external organizations and stakeholders.

- Excellent oral and written communication skills and interpersonal skills.
- Minimum of five years of significant senior management and leadership experience, including organizational planning, staff development, board relations and financial management, preferably in a union environment.
- College degree, Master's degree in nonprofit management or related field preferred.
- Availability evenings and weekends. Travel to Boston required.

AA/EOE/ADA

People of color encouraged to apply.

To apply for this position, email a letter of interest and resume to info@nelcwit.org.
 Deadline for applications is February 22, 2012.

Job Specialist III

Agency Name: **Executive Office of Labor & Workforce Development**
 Official Title: **Job Specialist III**
 Functional Title: **Job Specialist III - Local Veterans Employment Representative**
 Occupational Group: **Other**
 Position Type: **Civil Service**
 Full-Time or Part-Time: **Full-Time**
 Salary Range: **\$34,981.44 to \$49,128.04 Annually**
 Bargaining Unit: **01**
 Shift: **Day**
 Confidential: **No**
 Number Of Vacancies: **1**
 City/Town: **Salem**
 Region: **NORTHEAST**
 Facility Location: **Department of Career Services - North Shore Career Center - 70 Washington Street**
 Application Deadline: **02-22-2012**
 Apply Online: **No**
 Posting ID: **J29077**

This position is funded from federal grant funds.

Duties:

The Local Veterans Employment Representative (LVER) will provide directly or facilitate the provision of labor exchange services to veterans and eligible persons, including intake, referral, and placement activities as directed by Federal and State Law,

regulations and policy by ensuring that veterans are provided the range of labor exchange services needed to meet their employment and training needs. Work with other workforce development providers to develop their capacity to recognize and respond to these needs. Responsibilities may include the following activities:

- a. Train other staff and service delivery system partners to enhance their knowledge of veterans' employment and training issues.
- b. Promote veterans as a category of job seekers in the workforce development system who has highly marketable skills and experience.

This position must be filled by a veteran. Preference in hiring will be as follows: 1) Qualified disabled veteran of the Vietnam era 2) Any other qualified disabled veteran, and 3) Qualified non-disabled veteran e.g. spouses of any persons who dies of service-connected disabilities; spouses of certain active duty individuals forcibly detained or listed as missing in action (MIA); or spouses of 100% disabled veterans, per Title 38, USC Section 2001 (5).

Incumbent may be out-stationed at other Career Centers or agencies in order to ensure services to Veteran customers, based on Federal funding levels, program needs and geographical proximity.

Detailed Statement of Duties and Responsibilities:

1. Provide labor exchange services to veterans and eligible persons, including intake, referral, placement, and the following activities as directed by Federal and State Law, regulations and policy.
2. Refer veterans and eligible persons to training, supportive services, and educational opportunities.
3. Conduct outreach to employers in the area to assist veterans in gaining employment, including conducting seminars for employers and, in conjunction with employers, conducting job search workshops and establishing job search groups.
4. Cooperate with the staff of programs engaged in identifying and assisting veterans who have readjustment problems and who may need services available at the Career Center. Encourage employers and labor unions to employ veterans and eligible persons and to conduct on-the job training and apprenticeship programs for such veterans and eligible persons.
5. Work closely with appropriate Veterans' Administration (VA) personnel engaged in providing counseling or rehabilitation services and cooperate with employers in identifying Disabled Veterans who have completed or are participating in a vocational rehabilitation training program and who are in need of employment.
6. On behalf of veterans, advocate for employment and training opportunities with business and industry, and community-based organizations. Responsibilities may include the following activities:
 - a. Plan and participate in job fairs to promote services to veterans
 - b. Work with unions, apprenticeship programs, and business community to promote employment and training opportunities for veterans
 - c. Promote credentialing and training opportunities for veterans with training providers and credentialing bodies.

7. Establish, maintain, and/or facilitate regular contact with employers to develop employment and training opportunities for the benefit of veterans.
8. Promote and monitor the participation of veterans in federally funded employment and training programs, monitor the listing of vacant positions with federal agencies, and report via organizational channels to the Division of Career Services and Veterans' Services Unit any evidence of failure to provide priority or other special consideration in the provision of services to veterans as required by law or regulation.
9. Provide quarterly reports to the individual responsible for the management of an SDP to which the LVER has been assigned, and through the appropriate state agency channels, to the Director for Veterans' Employment and Training (DVET) in the State. These reports are to review the following components of the SDP:
 - a. Compliance with State directives on services to veterans
 - b. Accomplishments towards meeting the State's performance standards for these services.
10. Provide and facilitate a full range of employment and training services, as appropriate, to meet the needs of newly separated and other veterans in the workforce development system and especially address the needs of transitioning military personnel through facilitation of TAP workshops. Responsibilities may include, but are not limited to the following activities:
 - a. Conduct job search assistance workshops
 - b. Provide job development and job referrals
 - c. Provide vocational guidance
 - d. Provide labor market information
 - e. Provide referrals to training and supportive services

Qualifications:

Minimum Entrance Requirements: Applicants must have at least (A) three years of full time, or equivalent part-time, professional or paraprofessional experience in any of the following: (a) personnel interviewing, recruitment or job placement; (b) employment, vocational, educational, psychological, sociological, or rehabilitation counseling or guidance; (c) credit or claims adjustment interviewing; (d) job analysis or position classification work, and of which at least (B) one year must have been in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree from a recognized college or university may be substituted for one year of the required (A) experience.*

II. A Bachelor's degree from a recognized college or university may be substituted for two years of the required (A) experience.*

III. A graduate degree with a major in education, vocational or rehabilitation counseling, or public administration may be substituted for the required experience*

*Education towards such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: None.

Preferred Qualifications:

Qualifications Required at Hire:

Demonstrated knowledge of principles and techniques of human service interviewing.
Proven ability to teach job finding skills, resume writing skills, and interviewing techniques to multicultural diverse populations.

Ability to assess customer's needs through interview, observation, and examination of records and exercise discretion in handling confidential information.

Ability to communicate effectively orally and in writing.

Ability to understand, explain and implement policies and procedures, standards, guidelines, laws and regulations that govern CAREER CENTER and DCS activities.

Demonstrated knowledge of principles and practices of conducting workshops.

Proven ability to interact in a team environment and to establish and maintain harmonious working relationships with peers, supervisors, other agency representatives and customers.

Working knowledge of MS Windows and Word.

Proven ability to accurately and concisely record information and maintain the integrity of the computerized data base.

Ability to exercise discretion in handling confidential information.

Comments:

This position has been made available due to increased federal funding. Ongoing receipt of such federal funds will be necessary for continued employment in this position.

This is a Civil Service position.

It is a NAGE, Bargaining Unit 1 position, title code E15V25, Job Group (JG) 15.

PROMOTIONAL SALARY PLACEMENT IS DETERMINED BY POLICIES OUTLINED IN APPLICABLE COLLECTIVE BARGAINING AGREEMENTS AND PERSONNEL PROCEDURES.

How To Apply:

Step 1. Go to <http://www.mass.gov/eolwd/jobs>. Review the Optional Affirmative Action Form and complete the form if you feel there is information you would like to provide.

Step 2. E-mail your Resume with Cover Letter (formatted in MS Word) referencing

Vacancy Series (VS) #2012-04-D describing how you meet the minimum entrance requirements. If you are submitting the optional Affirmative Action Form it should be sent with your Resume and Cover Letter. All documents should be sent to: Recruitment2@detma.org. You will receive an automated response that will be your confirmation of receipt.

TO ENSURE CONSIDERATION, RESUME AND COVER LETTER MUST BE RECEIVED BY 5:00 P.M. (CLOSE OF BUSINESS) ON THE DEADLINE DATE. PLEASE REFERENCE JOB POSTING VS #2012-04-D ON ALL CORRESPONDENCE. NO PHONE CALLS, PLEASE.

If you are interested in applying for a posted vacancy but do not have access to an e-mail system, please visit one of our Career Centers for assistance. A list of Career Center locations can be obtained by going to <http://www.mass.gov> and typing the words "career center" in the Search box (top right). You may also call 1-877-US2-JOBS (1-877-872-5627) for the location of a Career Center near you.

DIRECTOR OF EARLY CHILDHOOD CURRICULUM

Exciting opportunity for an early childhood professional to work with a team to develop and implement a new model of collaboration between public charter schools and community based child care. The ideal candidate will have experience with planning and implementation of early childhood curriculum and child assessments, as well as a degree in early childhood. The Community Group is an established non-profit with extensive experience in the development and management of innovative educational programs serving second language learners. Must enjoy working as part of a high functioning team, be creative, results-driven, a good communicator and have management experience. The ability to speak Spanish is an asset.

Position Type: Full-time
Positions Available: 1

Equal Opportunity Employer

Community Day Care: Early education is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit

retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- At least 2 years of relevant experience preferred
- Bachelors degree preferred
- Citizenship, residency or work VISA in United States required

Contact Information

Soraya Victoria, HR Manager
190 Hampshire St.
Lawrence, Massachusetts 01840
Phone: (978) 682-6628

Executive Director Position Profile-

The Center for Hope & Healing (CHH) an agency of Rape Crisis *Service* of Greater Lowell, Inc.

(RCSGL) is seeking an Executive Director to lead its Mission and expand outreach, education

and client *services* throughout the Greater Lowell communities. The Executive Director is the

Chief Executive Officer of CHH, a non-profit agency dedicated to eradicating sexual violence.

Reporting directly to the President of the Board of Directors, the Executive Director will lead and

manage the operation and *serve* as the primary spokesperson for the organization.

The Mission

The Center for Hope & Healing (CHH) is dedicated to the healing and empowerment of

survivors of rape and sexual assault through counseling, advocacy, and education.

CHH is committed to creating an environment that is not racist, sexist, classist or homophobic,

and where sexual violence and other forms of oppression are eradicated.

CHH is committed to creating a community where individuals and society can break the silence that surrounds the issue of sexual assault.

The Executive Director is responsible to the Board of Directors for planning, organizing, directing, implementing, and evaluating the activities and programs of CHH in accordance with

Board policies and procedures.

Promote the organization and *oversee* the development and implementation of marketing plans,

public relations, advertising and special *events* to raise community awareness and support.

Develop *effective* relationships with the media, handling calls and developing press releases.

Serve as the primary spokesperson for the agency as a recognized leader for its mission.

Support the Board in ways that strengthen its capacity to *govern* and raise funds. Work with the Board President on Board recruitment, engagement, strategic planning and policies that ensure results consistent with the mission of the organization. Coordinate and attend all Board meetings and certain committee meetings as needed.

Ability to work with the Board and staff to create a clear and strategic *vision* for the organization and *devise* and implement a road map to get there.

Lead the financial and operational management of the agency. Create the annual budget in collaboration with the Board Treasurer and Finance Committee. Manage the agency's budget accounts and all fiscal reporting to the Board of Directors, the Commonwealth and other funding sources. Ensure proper fiscal reporting, accounting and controls in accordance with the guidelines of funding sources and sound accounting practices.

Lead and implement fund raising plans and other financial *development* initiatives to *achieve* goals set forth by the Board. Provide management and direction on seeking and soliciting new funding sources.

Promote and coordinate collaborations with other social service agencies, medical and educational institutions, community coalitions and task forces, and be the liaison with the statewide sexual assault coalition.

Develop *effective* relationships with Legislative and Law Enforcement officials that strengthen *advocacy* efforts, education, and public awareness.

Work with the departmental directors to prepare and *oversee* all contracts.

Ability to build teams, recruit, hire, retain, inspire staff and others to develop their own leadership capacities, and foster collaboration and individual initiative and be a role model to all staff. Establish work plans, performance goals and staff development. Lead effective team building activities and approaches. Implement best practice Human Resource policies and programs.

Complete Rape Crisis Counselor Training and ensure consistent high quality training systems are in place for volunteers and staff. Participate in the coverage of after-hours crisis hotline.

- o A demonstrated commitment to social change and the fight against sexual violence.
- o Effective organizational management skills and experience in the non-profit sector with a track record of results.
- o Program development experience.
- o A strong and proven record in grant writing and fund raising, as well as a proactive and

- imaginative attitude when researching ways to fund the agency's activities.
- o Strong marketing and **PR** skills and abilities.
- o Solid financial management skills.
- o Good public speaking and general communication skills, both verbal and written.
- o Experienced with Board development and developing and sustaining effective . relationships with Staff, Volunteers and Community stakeholders.
- o Marked success building Networks and contacts in the sexual assault arena.
- o Marked success building a supportive community network through positive relationships with other non-profit organizations, community leaders, politicians, the media, etc. Familiarity with the Greater Lowell community is desired.
- o Experience, participating in public relations events including live television and radio interviews.
- o Experience with and a strong desire to work with multi-ethnic, multi-cultural groups.
- o Minimum of 5 years experience in the human services and sexual assault or domestic violence field with a Bachelor's degree In Social Services or a combination of experience and education combined
- o BA/BS, Masters degree and/or LICSW or equivalent preferred.
- o Bilingual language skills a plus.

Please submit salary requirements with your resume and writing sample.

Inquiries, Referrals and Resume should be directed to the Personnel Committee. Resumes will

be accepted until March 2, 2012 or until a final candidate is selected. CHH is an Equal Opportunity Employer.

Contact information:

For immediate consideration please send resume, cover letter, and a writing sample with salary

requirements to: **CHH Search Committee, P.O.Box 3212, Andover, MA 01810 or email tochhsearchcommittee@gmail.com.**

For more information about the Center for Hope and Healing (CHH) please visit: www.centerforhopeandhealing.org

Case Manager - Multiple Openings

Ensure the highest level of excellence in care provided to individuals with mental retardation/development disabilities. Ensure the provision of a safe and nurturing environment as well as opportunities for individuals to experience a variety of activities that promote community inclusion

DUTIES & RESPONSIBILITIES

- * Ensure the highest level of excellence in care is provided to individuals.
- * Provide safe and nurturing environment as well as opportunities for individuals to experience a variety of activities that promote community inclusion.
- * Support individuals in making meaningful choices.

- * Complete financial assessments.
 - * Excellent Microsoft Office skills.
 - * Ability to operate office equipment (fax, copier, adding machine, etc.)
 - * Maintain appropriate paperwork.
 - * Provide individual instruction and skill development activities in the areas of personal care, meal preparation, and household skills.
 - * Transport individuals into the community and to appointments.
 - * Requires a valid driver's license and an acceptable driving record.
- * Must be able to lift and/or move individuals in and out of wheelchairs and vehicles; lift and/or move individuals up from and down to beds and in and out of bathtubs and showers.

EDUCATION

Bachelor's Degree in Human Services or business preferred

EXPERIENCE

One year of human service experience preferred.

To apply please submit resume and cover letter to
 Human Resources
 Minute Man Arc for Human Services
 1269 Main Street
 Concord, MA 01742

E-mail: This e-mail address is being protected from spambots. You need JavaScript enabled to view it
 Fax: (978) 287-7901

GEAR UP Massachusetts Program Coordinator - Lawrence, MA

Agency Name: **Board of Higher Education**
 Official Title: **GEAR UP Massachusetts Program Coordinator - Lawrence, MA**
 Functional Title: **GEAR UP Massachusetts Program Coordinator - Lawrence, MA**
 Occupational Group: **Not Used**
 Position Type: **Not Given**
 Full-Time or Part-Time: **Full-Time**
 Salary Range: **\$40,000.00 to \$46,000.00 Annually**
 Bargaining Unit: **N/A**
 Shift: **Day**
 Confidential: **No**
 Number Of Vacancies: **3**
 City/Town: **Lawrence**
 Region: **NORTHEAST**
 Facility Location: **Lawrence High School and other Lawrence public schools**
 Application Deadline: **02-22-2012**

Apply Online: **Yes**
Posting ID: **J29260**

Duties:

Essential Job Functions:

- Coordinate the academic and career assessment plan for each cohort group as outlined in the grant proposal.
- Coordinate and integrate program functions with grant partners, target schools, and students and parents.
- Provide individual and group advising support to students preparing for postsecondary education.
- Assist Program Manager with reporting and record-keeping procedures to carry out annual program plan.
- Assist Program Director with data collection and reporting activities for guidance counselors and teachers at target schools.
- Monitor student and school progress in achieving project goals.
- Assist Program Director with planning and scheduling professional training and development activities for guidance counselors and teachers at target schools.
- Ability to travel to assigned schools, OSFA office in Revere, MA and statewide meetings as required.

Non-essential Job Functions:

- Other duties as assigned.

Qualifications:

Minimum Entrance Requirements:

- Bachelor's degree required in academic subject area or related field with prior teaching, counseling, or tutoring experience.
- Ability to pass appropriate background checks in order to function as a direct service provider to middle and high school students.
- Excellent organizational, verbal and written communication skills required along with

the ability to work independently and with diverse groups.

- Experience providing student services, knowledge of programs serving underrepresented students, ability to work with disadvantaged students, and experience working with urban students and their families.

Preferred Qualifications:

Preferred Qualifications/Other Skills/Abilities:

- Bilingual Preferred (Spanish and English)
- Familiarity with Massachusetts high school graduation and college admissions requirements preferred.
- Masters degree preferred.

Comments:

Position Overview:

The GEAR UP Massachusetts Program Coordinator serves as an employee of the GEAR UP Massachusetts program, a division of the Massachusetts Department of Higher Education and reports to the GEAR UP Massachusetts Program Director in Lawrence, MA. The Program Coordinator is responsible for implementing GEAR UP Massachusetts school activities for the students, parents, teachers and guidance staff of Lawrence, MA and reporting on student outcomes. The GEAR UP Massachusetts Program Coordinator will perform primary duties in collaboration with the members of the Lawrence High School and South Lawrence East Middle School communities.

How To Apply:

If you do not wish to apply online, and would prefer to send your resume and cover letter by mail, please forward it to:

GEAR UP Unit
Attention: K. Cosco
Office of Student Financial Aid
454 Broadway, Suite 200
Revere, MA 02151-3034
Reference GEAR UP Massachusetts Program Coordinator, Lawrence

#####

[Investigator \(Pension\)](#)

02/12/2012 07:00 PM EST

Job Announcement Number:

DE-12-BOS-EBSA-57

Location Name:

Boston Metro Area,Massachusetts;United States;North America;Boston,MA ;Brookline,MA ;Cambridge,MA ;Chelsea,MA ;Everett,MA ;Newton,MA ;Quincy,MA ;Somerville,MA

Government Agency Subelement Name:

Employee Benefits Security Administration

Occupation Code:

General Inspection, Investigation, Enforcement, And Compliance Series

Pay Plan:

GS

Appointment Duration:

Permanent

Opening Date:

Monday, February 13, 2012

Closing Date:

Monday, February 27, 2012

Job Status:

Full-Time

Salary:

\$51,871.00 to \$81,583.00 / Per Year

Pay Grade(s):

09 to 11

Who May Apply:

Public

Job Summary:

This position is with the U.S. Department of Labor/Employee Benefits Security Administration, Boston, Massachusetts Office. The Employee Benefits Security Administration Offices are responsible for planning, directing, and administering a program of enforcement to ensure maximum compliance throughout the geographical jurisdiction of the Office with the Employee Retirement Income Security Act of 1974 (ERISA) and the criminal provisions of the United States Code as they relate to employee benefit plans. This position is inside the bargaining unit. This position has promotion potential to the GS-12 level. To apply please go to www.usajobs.gov

CITY OF LOWELL

Job Description

Please Post ~ February 10, 2012

Deadline ~ February 17, 2012

Nurse Coordinator

Health Department

Job Title: *Nurse Coordinator*

Department: Health Department

Reports To: Health Director; other designated personnel

Salary: \$62,395.51 (min) to \$67,194.05 (max)

Union: AFSCME Local 2532

SUMMARY Plans, organizes, and directs the operation and management of nursing services provided by the City of Lowell Health Department. The Nurse Coordinator reports to the Health Director and collaborates with the designated City of Lowell's Medical and School Health Consultant. The Nurse Coordinator supervises all clinical nursing staff providing services within the City Health Department and in compliance with the Nurse Practice Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Works with the Health Director and Community Partners to identify health needs of the population and develop programs, goals, and action steps, to seek resolution to health concerns.

Provide ongoing supervision and support to all nursing staff.

Interviews, and assigns all qualified nursing supervisors within the Health Department.

Plans, organizes, establishes, maintains, expands, and coordinates all nursing services and operations.

Implements communication systems, which promote participatory management.

Develops and implements documentation systems for school and public health nursing program.

Reviews changing trends in health, health needs, and then evaluates outcome of program(s) periodically, to ensure programs are consistent with plans and goals as well as provide feedback on inadequacies and changes needed to redirect program(s) and resources.

Confers with Health Director to determine the availability of resources for implementing health programs.

Maintains public health records in accordance with prescribed law.

Assists in preparation of annual department budget.

Oversees and manages all grants pertaining to Nursing Programs or Nursing positions.

Attends meetings as required by the Health Director.

Assists, develops and implements written policies and procedures for the clinical services and programs addressing health issues, e.g. immunizations, medication administration, services for children with special health care needs, injury prevention programs, communicable disease reporting, community case management of communicable disease, etc.

Promotes positive linkages and referral mechanisms to community.

Compiles statistical reports as required by the Health Department, and state agencies.

Researches and applies for federal and state grants, Medicare./Medicaid reimbursements, third party payers and other funding sources providing assistance to promote public health initiative.

Collaborate with local nursing education institutions, e.g. providing student practice, guest lecturer and research.

Promote and provide continuing education opportunities for all nursing staff. Other duties as assigned by Health Director and Medical Consultant. ***The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.***

Qualified individuals send resume and/or application to the Human Relations Office, Rm 19 ~ City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ Friday, February 17, 2012

EOE/AA/504 Employer

Treasurer's Department

Job Title: *Head Clerk*

Department: Treasurer's Department

Reports To: City Treasurer, Assistant Treasurer, and other designated personnel

Union: AFSCME Local 1705

Salary: *(Min) \$17.5235 to (Max) \$20.0719 per hr - 37.5 hrs weekly*

SUMMARY Performs clerical duties which require a high degree of decision making and complete knowledge of the function of the Treasurers Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Under direct supervision:

Answer telephones and in person inquiries, prepares and mails outgoing correspondence, interprets policies, rules and regulations of the department.

May compute payroll and other mathematical computations as required. Enters data for service/purchase orders

and other departmental reports. Receives requests, instructions or information, investigates records, files and

other information sources to obtain necessary information. Compiles lists of data or information. Classifies

information according to office procedures. Transfers or posts information to records.

Assists in tax title process, municipal lien process, cashiering and processing of payments.

Writes, types or enters information into computer to prepare correspondence, bills, statements, receipts, checks, or

other documents, coping information from one record to another.

Sends, routes, and relays forms, materials and information; maintains files; retrieves information from files;

files information; processes forms; checks forms for accuracy and completeness; types forms, memos, letters

and other material. Proofreads records or forms. Counts, weighs or measures material.

Sorts and files records.

Composes correspondence which may require specific knowledge of methods and procedures; addresses

envelopes or packages; stuffs envelopes by hand or with envelope stuffing machine; answers telephone, places

telephone calls; conveys messages, and runs errands; gives information to the public in person and over the

telephone.

Other duties may be assigned. The City of Lowell is a drug and smoke free employer and requires physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, Rm 19 ~ City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ Friday, February 17, 2012.

EOE/AA/504 Employer

Human Services Coord (A/B)

Agency Name:	Dept. of Mental Health
Official Title:	Human Services Coord (A/B)
Functional Title:	Adult Case Manager-Khmer Speaking
Occupational Group:	Social Service
Position Type:	Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$44,070.26 to \$60,192.08 Annually
Bargaining Unit:	08
Shift:	Day
Confidential:	No
Number Of Vacancies:	1
City/Town:	Lowell
Region:	NORTHEAST
Facility Location:	Varnum St. Lowell, MA
Application Deadline:	02-24-2012
Apply Online:	No
Posting ID:	J29277

This position is funded from the Commonwealth's annual operating budget.

Duties:

GENERAL STATEMENT OF DUTIES:

The Human Service Coordinator A/B will promote each Cambodian client's recovery through the planning and implementing of a well coordinated array of services, treatments, and benefits based on the client's preferences, strengths, and needs and on the availability of resources.

DETAILED STATEMENT OF DUTIES:

Ability to communicate effectively with Cambodian clients as well as communicating effectively with English speaking clients.

2. Provides direct care to Cambodian clients as well as others by helping obtain needed services to enable clients to transition to or remain in the community by enhancing their quality of life.

3. Maintains each client record with needed information to assure a complete and up-to-date record of services is available at all times.
4. Enters all MHIS information in a timely and accurate manner.
5. Coordinates the ISP process with clients and service providers, convening meetings to write or modify the ISP when indicated; assures implementation of ISP and PSTP plans.
6. Chairs periodic treatment team meetings; participates in client review meetings such as discharge planning, program client reviews, team meetings, and staff meetings in order to monitor client service plans and make recommendations for other services that will meet client needs.
7. Monitors progress of clients on an ongoing basis and updates service plans as needed to assure service plans are movement oriented.
8. Provides supportive counseling to clients and/or significant others to identify, accept and secure services.
9. Provides direct assistance to clients as needed to enhance independent living skills.
10. Effectively advocates for client to assure clients pursue and receive the necessary support services.
11. Assists clients in developing and maintaining a supportive network in the community, particularly in relation to family and friends in order for clients to develop and maintain meaningful social relationships.
12. Provides or arranges appropriate transportation for clients when necessary to assure clients get to needed appointments.
13. Develops and maintains working relationships with community agencies and other state programs and agencies in order to identify unmet needs and to effectively access a comprehensive range of services for clients.
14. Contributes to the development of an ongoing resource file so that new community programs/services are identified and shared with team members.
15. Provides needed information and education about mental illness, medications, coping skills, services, resources, and self-help groups to individuals with service inquiries.
16. Attends trainings to expand clinical knowledge and develops expertise related to mental health issues.
17. General knowledge of legal issues and human rights that are relevant to work setting and occupation.
18. Conducts activities in a professional and culturally competent manner.
19. Carries out job duties in a professional manner by exhibiting a positive attitude and adapts to changes in philosophy, policy, and procedure in a flexible manner.
20. Effectively prepares for and uses supervision to process and resolve client issues or concerns.
21. Assure that HIPPA regulations are adhered to and that HIPPA sign offs and releases of information are in the client record.
22. Assesses client risk issues, presents at PARC committees, and follows through with all treatment/risk reduction recommendations

Work Schedule: 37.5 hours weekly
9:00AM-5:00PM - Monday-Friday

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS:

REQUIRED WORK EXPERIENCE: At least three years of full-time, or equivalent part-time, professional experience in human services work or social work. Based on assignment, one year of professional work experience must have been in one of the following specialty areas. Refer to the individual position description for specialized work experience required.

- Mental Health Case Manager and Forensic Transition Team Coordinator assignments only: The year of professional work experience must have included the clinical care and treatment of psychiatric or emotionally disturbed individuals.
- Department of Mental Retardation assignments only: The year of professional work experience must have involved working with individuals with mental retardation or other developmental disabilities.

SUBSTITUTIONS:

- A Bachelor's or higher degree in social work, psychology, sociology, counseling, counseling education, education of the physically or emotionally handicapped, education of the multiple handicapped, education of the learning disabled, human services, rehabilitation, rehabilitation counseling, nursing, recreation therapy, art therapy, dance therapy, music therapy, or physical education may be substituted for two years of the required experience on the basis of two years of education for one year of experience.

Preferred Qualifications:

QUALIFICATIONS REQUIRED AT HIRE:

1. Familiarity and appreciation of the Cambodian culture as well as being able to effectively communicate in Khmer.
2. Considerable ability to deal effectively with clients and community agencies.
3. Knowledge of clients' needs and characteristics associated with DMH Priority clients.
4. Knowledge of local community resources plus knowledge of and ability to work within agency political contexts.
5. Skills and knowledge of counseling strategies and techniques.
6. Skills in making productive referrals, negotiating assertively from an advocacy based client centered perspective with a variety of public service agency professionals.
7. Ability to recognize obvious and subtle barriers and coordination issues between service systems and to bring skillfully into play personal arbitration/conflict resolution strategies in difficult service integration situations.
8. Considerable ability to work independently on assignments.
9. Ability to cope with frustration while persevering in goal-directed pursuit of resources.

10. Ability to work non-judgmentally with clients whose belief system may be predicated on values incongruent with those of the Case Manager.
11. Articulates clearly and concisely both in verbal and written modes.
12. Ability to make constructive use of professional supervision.
13. Knowledge of principles and practices of crisis intervention and risk management.
14. Ability to exercise discretion in handling confidential information.
15. Ability to respond to multiple demands by effectively prioritizing tasks.

Comments:

This is a Civil Service position.

How To Apply:

Mail cover letter and resume to:
Health Office of Human Resources
Attn: Joyce Robito
365 East St.
Tewksbury, MA 01876
Fax: 978-851-0133
Customer Service: 978-851-7321 X2155

PLEASE INDICATE POSTING #J29277 ON ALL CORRESPONDING DOCUMENTS

Union Carpenter's Apprenticeship Program

Posted on [February 8, 2012](#) by [krossitcawich](#)

Union Carpenter's Apprenticeship Program

Benefits of Apprenticeship:

- Paid "scholarship" with supervised training
- Progressively increasing wage with excellent benefits
- Nationally recognized credential: Apprenticeship Certificate
- Improved job security and standard of living
- Opportunity for college credit
- Pride and Dignity

Who:

Anyone age 17 or older, who is a High School graduate or has a GED. High school seniors may apply with a letter from their school stating that they are eligible to graduate within three months. Women, minorities and veterans are strongly encouraged to apply.

How do I apply?

- Applicants must attend an informational session at one of the following locations:

Additional Sessions are posted on our website NECarpentersTraining.org. Informational Sessions run approximately one hour.

Boston Carpenters Training Center: 1st (first) Monday of the month at 9:00 AM or 3:00 PM 750 Dorchester Avenue, 2nd Floor, Dorchester, MA 02125

New England Carpenters Training Center: 3rd (third) Wednesday of the month at 6:00 PM 13 Holman Rd, Millbury, MA 01527.

Gilda Duran

Neighborhood Planner

City of Lawrence

Community Development Department

225 Essex St 3rd floor

Lawrence, MA 01840

Phone: 978-620-3525

Fax: 978-722-9441

gduran@cityoflawrence.com

"Energy and Persistence conquer all things"

-Benjamin Franklin