



City Of
LAWRENCE
Massachusetts

Honorable Mayor William Lantigua



Rehabilitation Counselor (A/B)

Agency Name: **Dept. of Mental Health**
Official Title: **Rehabilitation Counselor (A/B)**
Functional Title: **Rehabilitation Counselor A/B**
Occupational Group: **Social Service**
Position Type: **SL - Sick Leave**
Full-Time or Part-Time: **Part-Time**
Salary Range: **\$41,901.08 to \$57,062.72 Annually**
Bargaining Unit: **08**
Shift: **Day**
Confidential: **No**
Number Of Vacancies: **1**
City/Town: **Tewksbury**
Region: **NORTHEAST**
Facility Location: **Tewksbury Hospital**
Application Deadline: **02-16-2012**
Apply Online: **No**
Posting ID: **J29154**

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

Duties:

GENERAL STATEMENT OF DUTIES:

Provides person centered and trauma informed Recovery and Rehabilitation Services to Hathorne Unit adults with mental illnesses. Promotes and supports a recovery and resiliency model of Rehabilitation by implementing SAMSHA's 10 fundamental components of recovery, while providing services. Promotes teamwork by demonstrating flexibility, the ability to listen to the views of others, to compromise, to handle conflict and stay focused on a positive outcome. In conjunction with other Rehab staff and the individuals

served, assesses skill levels, strengths, interests, and potential challenges as well as providing interventions which facilitate success, while supporting individual choice. Provides work adjustment training, social skills training and provides ongoing support to individuals served to increase successful rehabilitation outcomes. Assists individuals served in developing and monitoring their individualized and person centered rehabilitation/recovery goals and schedules. Participates in various committees. Completes all documentation requirements. Participates in assigned meetings and workshops. Performs other duties as required.

DETAILED STATEMENT OF DUTIES:

- 1) Promotes and supports a recovery and resiliency model of Rehabilitation by implementing SAMSHA's 10 fundamental components of recovery, while providing services.
- 2) Assists individuals served in identifying skill levels, strengths, interests and potential challenges as well as providing interventions which facilitate success, while supporting individual choice.
- 3) Assists individuals served in developing individualized and person centered rehabilitation/recovery goals and schedules and provides support in monitoring progress towards goals.
- 4) Promotes teamwork by demonstrating flexibility, the ability to listen to the views of others, to compromise, to handle conflict and stay focused on a positive outcome.
- 5) Plans and leads or co-leads a wide range of groups, activities and events, as assigned.
- 6) Responsible for providing quality Rehabilitation Services in accordance with JCAHO standards.
- 7) Compliance with all applicable state and federal laws including the Health Insurance Portability Accountability Act (HIPAA) regulations which governs the privacy and confidentiality of information about individuals served.
- 8) Follows all appropriate policies and procedures pertaining to Tewksbury Hospital, the Psychiatric Units, and the Rehabilitation Department.
- 9) Works toward maintaining a risk-free environment for individuals served and staff at all times.
- 10) Reports to supervisor any significant event as it occurs and completes all necessary related documentation.
- 11) Conducts self in a professional manner at all times and works cooperatively with staff from all disciplines.
- 12) Completes all documentation in accordance with departmental/facility guidelines.
- 13) Participates in assigned committees, department meetings and

trainings.

14) Participates in the coordination of hospital-wide activities, assigned projects and/or special events for the Rehabilitation Department as well as the Hospital.

15) Required to transport individuals served to and from programs and activities.

16) Participates in lunch coverage as scheduled.

17) Completes assignments in a timely manner.

18) Performs other related duties as required.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS:

REQUIRED WORK EXPERIENCE: At least two years of full-time, or equivalent part-time, professional or paraprofessional experience in social work, social casework, vocational counseling, employment counseling, rehabilitation counseling, or educational counseling.

SUBSTITUTIONS:

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

- A Bachelor's or higher degree in a major other than rehabilitation, vocational rehabilitation counseling, education of the physically or emotionally handicapped, education of the multiple handicapped, education of the learning disabled, social work, psychology, human services, or counseling may be substituted for a maximum of one year of the required experience on the basis of four years of education for one year of experience.

- Licensure as a Licensed Rehabilitation Counselor by the Board of Registration of Allied Mental Health Professionals or Certification as a Certified Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification may be substituted for the required 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:

QUALIFICATIONS REQUIRED AT HIRE:

1. Demonstrated skill with individuals who have mental illness.
2. Ability to design and evaluate assigned program curriculum.
3. Ability to order and maintain sufficient supplies for assigned program in a timely manner.
4. Knowledge of the principles and practice of rehabilitation as it relates to the individual who has mental illness and substance use.
5. Ability to evaluate an individual served regarding their skills, interests, strengths and potential challenges, as well as establish interventions which support individual choice.
6. Ability to interact with both psychiatric and geriatric individuals served as well as staff in a professional and effective manner.
7. Exercises group leadership and provide instruction and training.
8. Ability to communicate verbally and in writing professionally; maintain accurate records and other individual served and/or program related information.
9. Knowledge of safety practices and procedures followed in general for rehab activities.
10. Ability to problem solve and maintain a professional manner in difficult and/or emergency situations.

Comments:

This position is to fill a long term Medical Leave position

First Shift, P/T 20.0 Hours Weekly

Work Schedule: To be Determined

How To Apply:

Mail cover letter and resume to:
Health Office of Human Resources
Attn: Joyce Robito
365 East Street
Tewksbury, MA 01876

Fax: 978-851-0133
Customer Service: 978-851-7321 X2155

PLEASE INDICATE POSTING #J29154 ON ALL CORRESPONDING DOCUMENTS

PLEASE SEND A SEPARATE COVER LETTER AND RESUME IF APPLYING FOR MULTIPLE POSITIONS

Rehabilitation Counselor (C)

Agency Name: **Dept. of Mental Health**
Official Title: **Rehabilitation Counselor (C)**
Functional Title: **Rehab Community Liaison**
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: **Tewksbury**
Region: **NORTHEAST**
Facility Location: **Tewksbury Hospital**
Application Deadline: **02-16-2012**
Apply Online: **No**
Posting ID: **J29155**

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

Duties:

GENERAL STATEMENT OF DUTIES:

Provides leadership and support in designing, developing, implementing and evaluating person centered and trauma informed rehabilitation and recovery services. Promotes and supports a recovery and resiliency model of Rehabilitation by implementing SAMSHA's 10 fundamental components of recovery, while providing services. Responsible for developing, implementing and oversight of skills based

groups, including but not limited to, social skills groups, vocational skills groups and groups that promote community involvement. Responsible for the Social Club and oversight of its functions. A major area of focus includes increasing the involvement of individuals served in planning and developing activities, classes, groups and events which meet their individual needs. Responsible for completing task analysis which identifies strengths, potential challenges and interventions to facilitate success while supporting individual choice. Promotes teamwork by demonstrating flexibility, the ability to listen to the views of others, to compromise, to handle conflict and stay focused on a positive outcome. Provides strong leadership and support to supervisees, and when needed addresses issues which may include performance problems. Supervises staff and students as assigned. Collaborates with staff and individuals served to assess and revise services as needed to meet changing needs and to ensure a recovery facilitating environment. Performs other duties as required.

DETAILED STATEMENT DUTIES:

1. Provides leadership and support for person centered and trauma informed Rehabilitation and Recovery Services.
2. Promotes and supports a recovery and resiliency model of Rehabilitation by implementing SAMSHA's 10 fundamental components of recovery, while providing services.
3. Responsible for developing, implementing and oversight of skills based groups, including but not limited to, social skills groups, vocational skills and groups that promote community involvement.
4. Responsible for the oversight of the Social Club and its functions, including but not limited to maintaining and regularly updating a schedule, timely ordering and maintaining of supplies and collaborating /communicating with other staff involved in Social Club programming.
5. Involves individuals served in planning and developing activities, classes, groups and events which meet their individual needs.
6. Responsible for completing task analysis which identifies strengths, potential challenges and interventions to facilitate success, while supporting individual choice.
7. Promotes teamwork by demonstrating flexibility, the ability to listen to the views of others, to compromise, to handle conflict and stay focused on a positive outcome.
8. Participates on a multidisciplinary treatment team in the role of a Rehabilitation Representative, completing all related documentation within the established time frames.
9. Assists with and monitors the development of person centered rehabilitation plans and schedules.
10. Plans and leads or co-leads a wide range of groups, activities and events in a variety of contexts.

11. Responsible for completing all tasks related to the program(s) that they service to ensure that individuals served receive quality treatment.
12. Responsible for escorting and supervising individuals served.
13. Participates in lunch coverage duties.
14. Maintains a risk-free environment for individuals served at all times.
15. Provides strong leadership and support to supervisees, and when needed addresses issues which may include performance problems.
16. Provides bi-weekly or more frequent supervision for staff that they supervise.
17. Reports any significant event to their supervisor and completes all necessary documentation related to the event.
18. Participates actively in all assigned meetings, committees and trainings.
19. Functions as a Rehabilitation Center Moderator as needed.
20. Responsible for providing quality Rehabilitation Services in accordance with JCAHO Services.
21. Compliance with all applicable state and federal laws, including the Health Insurance Portability Accountability Act, (HIPAA), regulations which governs the privacy and confidentiality of information about patients.
22. Adheres to the policies and procedures of Tewksbury Hospital, the Psychiatric Units and the Rehabilitation Center.
23. Completes assignments accurately and within requested timeframes.
24. Performs other 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, social casework, vocational counseling, employment counseling, rehabilitation counseling, or educational counseling.

SUBSTITUTIONS:

- A Bachelor's or higher degree in rehabilitation, vocational rehabilitation counseling, education of the physically or emotionally

handicapped, education of the multiple handicapped, education of the learning disabled, social work, psychology, human services, or counseling may be substituted for the required experience on the basis of two years of education for one year of experience.

- A Bachelor's or higher degree in a major other than rehabilitation, vocational rehabilitation counseling, education of the physically or emotionally handicapped, education of the multiple handicapped, education of the learning disabled, social work, psychology, human services, or counseling may be substituted for a maximum of one year of the required experience on the basis of four years of education for one year of experience.

- A Master's or higher degree in social work, psychology, human services, rehabilitation, vocational rehabilitation counseling, or counseling may be substituted for an additional year of the required experience on the basis of two years of education for one year of experience.

- Licensure as a Licensed Rehabilitation Counselor by the Board of Registration of Allied Mental Health Professionals or Certification as a Certified Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification may be substituted for the required 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:

QUALIFICATIONS REQUIRED AT HIRE:

1. Knowledge of the principles and practice of psychiatric rehabilitation.
2. Knowledge of the principles and technique of counseling for psychiatric rehabilitation.
3. Knowledge of the types and symptoms of mental illness.
4. Knowledge of the methods and techniques of psychiatric rehabilitation.
5. Knowledge of motivational and reinforcement techniques.
6. Knowledge of factors, trends and problems in providing rehabilitation

services to clients.

7. Knowledge of the methods of general report writing.
8. Ability to be open to change (positive or negative) and to considerable variety in the workplace.
9. Ability to analyze and determine the applicability of data, draw conclusions and make appropriate conclusions.
10. Ability to establish rapport with persons from different ethnic, cultural and economic backgrounds.
11. Ability to be sensitive to others needs and feelings and be helpful and understanding on the job.
12. Ability to be pleasant with others on the job and display a good-natured, cooperative attitude.
13. Ability to be honest, avoid unethical behavior, and maintain confidentiality.
14. Ability to motivate others.
15. Ability to interact with people who are under physical and emotional stress.
16. Ability to maintain composure, keep emotions in check and control anger even in very difficult situations.
17. Ability to accept criticism and deal calmly and effectively with high stress situations.
18. Ability to gather information by examining records, documents and to prepare general reports.
19. Ability to handle complaints, arbitrate disputes, resolve grievances or otherwise negotiate with others.
20. Ability to evaluate the likely success of an idea in relation to the demands of the situation.

PREFERRED QUALIFICATION:

1. Knowledge of Recovery Based Best Practices.

Comments:

This is a Civil Service position.

F/T Position 40.0 Hours Weekly

WORK SCHEDULE:

Sunday through Thursday - 8:00AM - 4:30PM

DAYS OFF:

Friday and Saturday of each week

How To Apply:

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

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FOR MULTIPLE POSITIONS

Administrative Services Coord

Agency Name: **Dept. of Children and Families - formerly DSS**
Official Title: **Administrative Services Coord**
Functional Title: **Administrative Services Coordinator I**
Occupational Group: **Office & Program Admin**
Position Type: **Civil Service**
Full-Time or Part-Time: **Full-Time**
Salary Range: **\$41,286.18 to \$59,652.84 Annually**
Bargaining Unit: **06**
Shift: **Day**
Confidential: **No**
Number Of Vacancies: **2**
City/Town: **Lowell**
Region: **NORTHEAST**
Facility Location: **Lowell Area Office: 33 East Merrimack Street,
Lowell, MA 01852**
Application Deadline: **02-16-2012**
Apply Online: **No**
Posting ID: **J29158**

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

Duties:

Reports to Area Administrative Manager and is responsible for assisting with the administration and support functions in an Area Office, including Finance, Contracts/Procurement, Facilities, Human Resources and Information Technology.

EXAMPLES OF DUTIES:

Monitor and maintain tracking systems for the Area Office as identified by the Area Administrative Manager (AAM) including those systems related to the allocation, authorization and payment of services and administrative support costs.

Review, process and monitor employee transactions including but not limited to: overtime/compensatory time; travel reimbursements; weekly payroll/time and attendance; personnel transactions; out-of-state authorization and travel arrangements for employees and clients.

Assist AAM in Contract Management including annual renewal process.

Assist AAM in Facilities Management activities.

As requested, supervise clerical staff.

Coordinate revenue activities in the Area Office including but not limited to Title IV-E RMTS collection; SSI/TII applications, benefits and eligibility and personal needs disbursements.

Responsible as the primary point of contact in the Area Office for the DCF Help Desk for IT activities including but not limited to: communication of phone, network and application issues to DCF Help Desk and monitoring of their resolution; support area office staff in the use of XP, Office 2003, Outlook 2003, i-FamilyNet and FamilyNet functionality including data mart; communication to DCF Help Desk of new requests or modifications to existing network accounts for area office staff; coordination of equipment moves within the Area Office with area management and DCF Help Desk staff; perform server backup as documented in the backup and disaster recovery procedures; actively participate in new releases of FamilyNet and i-FamilyNet and provide onsite training and support to area office staff in the release of the updates to these applications.

Perform other administrative functions as required.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional experience in office management, public administration, business administration or business management, and (B) of which at least one year must have been in a supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in business administration, public administration or business management may be substituted for a maximum of one year of the required (A) experience.*

II. A Bachelor's or higher degree with a major in business administration, public administration or business management may be substituted for a maximum of two years of the required (A) experience.*

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

NOTE: Educational substitutions will be permitted for a maximum of two years of the required (A) experience. No substitutions will be permitted for a maximum of two years of the required (B) experience.

SPECIAL REQUIREMENTS: None.

Preferred Qualifications:

Proficiency in using Microsoft Office Products (Word, Excel, Access, PowerPoint).

Familiarity with DCF policies and procedures.

Familiarity with DCF and State Systems such as DOCDIRECT, DATA MART AND FAMILYNET.

Ability to work effectively with linguistically and culturally diverse populations.

Ability to complete projects with minimal supervision.

Strong writing skills.

Comments:

This is a Civil Service position.

The Department of Children and Families (formerly, DSS) seeks dedicated professionals who are committed to upholding the fundamental responsibility of protecting children from abuse and neglect. The Department's vision is to ensure the safety of children in a manner that holds the best hope of nurturing a sustained, resilient network of relationships to support the child's growth and development into adulthood. DCF is revising its core work processes and policies to align with its core practice values and is approaching organizational change at three levels: clinical, managerial and systemic. Preferred applicants will possess a demonstrated commitment to the core practice values: 1) child-driven, 2) family-centered, 3) strength-based, 4) community-focused, 5) culturally safe, and, 6) committed to continuous learning. A commitment to diversity and cultural competence is central to the agency's organizational change.

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 cover letter and resume to:

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

Please reference the Posting ID J29158 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.

PLEASE NOTE: All interested DCF employees should send a completed INTERNAL JOB APPLICATION, SUPERVISOR'S REFERENCE FORM and LAST ANNUAL EPRS. Please forward two (2) copies of your application materials.

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

PLEASE NOTE: All interested DCF employees should send a completed INTERNAL JOB APPLICATION, SUPERVISOR'S REFERENCE FORM and LAST ANNUAL EPRS. Please forward two (2) copies of your application materials.

Social Worker (D)

Agency Name: **Dept. of Children and Families - formerly DSS**
Official Title: **Social Worker (D)**
Functional Title: **Supervisor**
Occupational Group: **Social Service**
Position Type: **Civil Service**
Full-Time or Part-Time: **Full-Time**
Salary Range: **\$54,969.22 to \$73,969.22 Annually**
Bargaining Unit: **08**
Shift: **Day**
Confidential: **No**
Number Of Vacancies: **1**
City/Town: **Lowell**
Region: **NORTHEAST**
Facility Location: **Lowell Area Office - 33 East Merrimack Street,
Lowell, MA 01852**
Application Deadline: **02-16-2012**
Apply Online: **No**
Posting ID: **J29151**

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

Duties:

Provides case consultation and clinical supervision to direct social service employees of lower grades; performs related administrative duties; performs related work as required.

Qualifications:**REQUIRED WORK EXPERIENCE:**

At least three years of full-time, or equivalent part-time, professional experience as a licensed social worker or after certification as a child protective worker as permitted by state law. Based on assignment to second-level supervisory positions, at least one year of experience must have been in a supervisory capacity.

SUBSTITUTIONS: - A Master's degree in social work, psychology, sociology, counseling, counseling education, or human services may be substituted for one year of the required non-supervisory experience on the basis of two years of education for one year of experience.

- A Doctorate in social work, psychology, sociology, counseling, counseling education, or human services may be substituted for the required non-supervisory experience on the basis of two years of education for one year of experience.

- No substitution will be permitted for the required supervisory 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.

REQUIRED EDUCATION: - A Bachelor's or higher degree in social work, psychology, sociology, counseling, counseling education, or human services is required.

- Adoption, Foster Care, Assessment, Child Welfare Social Worker, Investigation, or Screening assignments: A Master's or higher degree in social work, psychology, sociology, counseling, counseling education, or human services is required.

LICENSES: - Current and valid licensure as a Licensed Social Work Associate, Licensed Social Worker, Licensed Certified Social Worker, or Licensed Independent Clinical Social Worker by the Massachusetts Board of Registration in Social Work is required.

- 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.

Comments:

This is a Civil Service position.

The Department of Children and Families (formerly, DSS) seeks dedicated child welfare professionals who are committed to upholding the fundamental responsibility of protecting children from abuse and neglect. The Department's vision is to ensure the safety of children in a manner that holds the best hope of nurturing a sustained, resilient network of relationships to support the child's growth and development into adulthood. DCF is revising its core work processes and policies to align with its core practice values and is approaching organizational change at three levels: clinical, managerial and systemic. Preferred applicants will possess a demonstrated commitment to the core practice values: 1) child-driven, 2) family-centered, 3) strength-based, 4) community-focused, 5) culturally safe, and, 6) committed to continuous learning. A commitment to diversity and cultural competence is central to the agency's organizational change.

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:

Nancy L. McCone
Children, Youth and Families
Employment and Staffing Unit
600 Washington Street – 7th Floor
Boston, MA 02111

Please reference the Posting ID J29151 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 NOTE: All interested DCF employees should send a completed INTERNAL JOB APPLICATION, SUPERVISOR'S REFERENCE FORM and LAST ANNUAL EPRS. Please forward two (2) copies of application materials.

Mental Health Worker II

Agency Name: **Dept. of Mental Health**
Official Title: **Mental Health Worker II**
Functional Title: **Mental Health Worker II Unit D5**
Occupational Group: **Medical Asst & Pers Svcs**
Position Type: **Non-Civil Service**
Full-Time or Part-Time: **Full-Time**
Salary Range: **\$28,646.28 to \$36,992.02 Annually**
Bargaining Unit: **02**
Shift: **Evening**
Confidential: **No**
Number Of Vacancies: **1**
City/Town: **Tewksbury**
Region: **NORTHEAST**
Facility Location: **Tewksbury Hospital Hathorne Unit D5**
Application Deadline: **02-16-2012**
Apply Online: **No**
Posting ID: **J29156**

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

Duties:

GENERAL STATEMENT OF DUTIES:

Incumbents provide direct care services to adult psychiatric patients; assist in the implementation of habilitative, behavioral and recreational programs; perform patient related housekeeping duties; provide task supervision; maintains patient records; accompany patients to appointments; provide leisure activities and perform related work as required.

DETAILED STATEMENT OF DUTIES:

1. Provides direct care services in the activities of daily living by instructing and/or assisting patients in feeding, bathing, toileting, dressing, clothing maintenance, oral and physical hygiene, self preservation, etc. to ensure daily needs, dignity and human rights of the patients are met.
2. Assist in the implementation of the individual treatment plan by discussing and reporting observations regarding patient behavior, needs, desires or problems to ensure consistency of care.
3. Works effectively with other staff to better serve patient needs, promoting a non- threatening, therapeutic milieu.
4. Performs tasks of other staff in their absence to ensure continuity of services.
5. Practices principles of NVSD, including controlled takedown, Restraint/Seclusion when necessary to provide a safe environment.
6. Performs patient related housekeeping duties as needed, observing and reporting need for maintenance repairs to ensure a clean safe environment for patients.
7. Documents in MIS including but not limited to progress notes, incident reports, restraint/seclusion forms, to provide communication regarding patient progress.
8. Accompanies patients to appointments, programs and treatment areas, assists professional or medical staff in providing services to patients (i.e. vital signs) to insure health needs of the patient are being met.
9. Provides leisure activities for patients during unstructured time to promote and enhance patient social skills.
10. Instructs patients in fire safety and preservation skills to ensure their safety in an emergency situation.
11. Attends meetings and trainings to improve knowledge and skills to be aware of and stay informed of hospital and departmental policies and procedures as well as HCFA and JCAHO regulations to provide a safe therapeutic environment.
12. Actively involved in the Improved Operational Performance process at both unit and hospital wide level to promote improved patient care.
13. May be required to provide "specialized" services to patients in the hospital or at other locations in order to provide support and ensure safety.
14. Works with other staff in the planning and the implementation of therapeutic and educational programs for the patients and their families to provide an opportunity for learning and meeting of individual patient needs.
15. Compliance with all applicable state and federal laws including the

Health Insurance Portability and Accountability Act (HIPAA) regulations which govern the privacy and confidentiality of information about patients.

16. Performs 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 providing direct care service to the mentally ill, emotionally or physically handicapped, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree or higher with a major in psychology, human services, mental health or retardation may be substituted for the required experience.*

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

Preferred Qualifications:

QUALIFICATIONS REQUIRED AT HIRE:

Ability to work effectively with the professional and non-professional staff.

Ability to deal therapeutically and effectively with patients and their families.

Ability to receive and respond effectively to classroom and on-the-job training.

Ability to understand and carry out written and oral instructions effectively.

Ability to develop and maintain an empathetic attitude toward the mentally ill.

Ability to observe and record patient behavioral reaction and changes in usual patterns.

Ability to acquire knowledge of the dynamics and treatment of mental illness after training and to apply to daily work assignments.

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>

This is a Civil Service position. 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.

This is a full-time position- 2nd Shift - 3:00PM-11:30PM

Days Off: Monday and Tuesday of each week

How To Apply:

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

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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>

Educational Opportunities and Fellowships

2012 RON BROWN SCHOLAR PROGRAM SEEKS TO GIVE \$40K EACH TO TEN AFRICAN AMERICAN STUDENTS

Nationwide (BlackNews.com) -- The Ron Brown Scholar Program seeks to identify African-American high school seniors who will make significant contributions to society. Applicants must excel academically, exhibit exceptional leadership potential, participate in community service activities and demonstrate financial need. The applicant must be a US citizen or hold a permanent resident visa card. Current college students are not eligible to apply.

Each year, a minimum of ten students will be designated Ron Brown Scholars and will receive \$10,000 annually for four years, for a total of \$40,000. The recipients may use the renewable scholarships to attend an accredited four-year college or university of their choice within the United States. Ron Brown Scholarships are not limited to any specific field or career objective and may be used to pursue any academic discipline. More than 250 students have been designated as Ron Brown Scholars since the inception of the Program.

Ron Brown Scholars are selected in the spring prior to entering college. Applications are screened during the month of February by Ron Brown Scholar Program staff. In March, finalists are invited to participate in a weekend selection process in Washington, D.C. at the expense of the CAP Charitable Foundation. Finalists are interviewed by members of the Ron Brown Selection Committee and are expected to participate in several Selection Weekend activities. Scholarship winners are selected on the basis of their applications, interviews and participation in Selection Weekend activities.

The deadline to apply is January 9, 2012.

For more details, visit: www.BlackStudents.com/ronbrownscholars

-END-

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1. Black Male Teachers needed. Do you know any Black Males who are seniors in high school who want to go to college out of state for FREE? The CALL ME MISTER program offered by 4 historically black colleges in South Carolina, Benedict College, Chaflin University, Morris College and South Carolina State University - visit the www.clemson.edu/hehd/departments/education/research-service/callmemister/index.html for details about the online application or call 1.800.640.2657

2. Harvard University is offering free tuition to families of HONOR STUDENTS and their income is less than \$125,000 per year. Visit www.fao.fas.harvard.edu/ or call 617.495.1581. 3. Syracuse University School of Architecture is desperately seeking young women and men of color interested in pursuing a 5 yr. professional degree in Architecture. Contact: Mark Robbins, Dean School of Architecture, 201 Slocum Hall, Syracuse , NY 13244-1250 (315) 443-2256 www.soa.syr.edu/index. 4. A free pair of eyeglasses from Target for any child ages 12 and under brings a valid prescription for glasses from their doctor. You can find stores with optical departments at www.target.com 5. APPLY NOW - If you have/know young adults between the ages of 18-31 with a High School Diploma. Can earn up to \$100,000 and earn benefits. The Federal Aviation Association is taking application for Air Traffic Controller School visit the website http://www.faa.gov/jobs/job_opportunities/airtraffic_controllers/

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SPECIFIC FELLOWSHIP/GRADUATE FELLOWSHIP PROGRAMS:

1. American Society of Travel Agents: Numerous scholarships & fellowships available for those in hospitality/travel & tourism. Deadline: Usually an August deadline with decision in October. Amount: \$1,000-\$2,500

2. Fascell Fellows: The program enables practicing democracy activists, scholars, and journalists from around the world to deepen their understanding of democracy and enhance their ability to promote democratic change. Deadline: November of each year.

3. The Paul & Daisy Soros Fellowships for New Americans: The Fellowships are grants for up to two years of graduate study in the United States. Each year the Fellow receives a maintenance grant of \$20,000 and a tuition grant of one-half the tuition cost of the U.S. graduate program attended by the Fellow. Deadline: Beginning of November.

4. Echoing Green: Through the prestigious two-year Echoing Green Fellowship, emerging visionaries receive up to \$90,000 in seed funding, obtain health insurance and gain in Echoing Green a mentor that will help them build organizations that address the root causes of society's seemingly intractable problems. Deadline: December

5. Kip Tiernan Social Justice Fellowship: The Fellowship provides a unique and exciting opportunity for a woman to develop and carry out a special project that will further the mission of Rosie's Place anywhere in the New England area. Eligible projects could include: a policy initiative or campaign; a creative arts program; the development and implementation of a needed service; or the creation of an innovative project aimed at reducing poverty, promoting social justice and empowering poor and homeless women. A Fellowship is 12 months long and is awarded on a one-time basis to an eligible woman. Fellows are paid a \$40,000 stipend. Deadline: December 1st.

6. Getty Museum Graduate Internships: Graduate Internships at the Getty support full-time positions for students who intend to pursue careers in fields related to the visual arts. Programs and departments throughout the Getty provide training and work experience in areas such as curatorial, education, conservation, research, information management, public programs, and grantmaking. Deadline: Mid-December

7. Urban Fellows Program: All students who are interested in pursuing a career in government and public service are encouraged to apply regardless of academic major or previous field of training. To be eligible for consideration as a candidate, individuals must meet the following requirements. Deadline: Beginning of January.

8. The Newhouse Graduate Fellowship and Apprenticeship in Newspaper Journalism for Minorities: Syracuse University awards up to \$65,000 per year for two minority students who wish to study journalism. Deadline: January 1, 2008

9. David L. Boren Graduate Fellowships: NSEP Boren Fellowships support students pursuing the study of languages, cultures, and world regions that are critical to U.S. interests (including Africa, Asia, Central &

Eastern Europe, Eurasia, Latin America & the Caribbean, and the Middle East). Deadline: Beginning of January each year.

10. DHS Scholarship and Fellowship Program: Appointments are for up to three years. Included is a 10-week, continuous, off-campus research internship at DHS or a DHS-affiliated facility will be required during the summer between your first and second year appointments. Deadline: Beginning of January.

11. Intercollegiate Studies Institute Graduate Fellowships: Variety of fellowships offered for those who wish to teach the following disciplines at the college level: American Studies, Education (future teachers), Western Civilization, and Civic Engagement. Deadline: February 15th of each year.

12. Jack Kent Cooke Foundation: The Graduate grant program awards scholarships worth up to \$50,000 each to college seniors or recent graduates to attend graduate or professional programs. Deadline: Beginning of March each year.

13. Morris K. Udall Foundation: This scholarship is awarded to those who have demonstrated commitment to careers related to the environment. Deadline: Beginning of March each year. Amount: \$5,000

14. James Madison Fellowship: To become a James Madison Fellow you must be a teacher, or plan to become a teacher, of American history, American government, or social studies at the secondary school level (grades 7-12). Deadline: March of each year.

15. J.W. Saxe Memorial Foundation: A prize of \$2,000 will be awarded to one or more college or university students involved in public service. Deadline: Mid-March of each year.

16. USDA Public Service Leaders Scholarship Program: Recipients of a Public Service Leaders Scholarship enter into an agreement with the USDA to receive full-tuition scholarships for two or three years. Deadline: Mid-April of each year.

17. Institute for Humane Studies Fellowships and Scholarships: Various scholarships offered to those interested in filmmaking, creative writing, humanities, and summer research. Deadline: Varies for each program.

18. Government Finance Officers Association: Opportunities to pursue public finance. Many different fellowships for business and accounting majors. Deadline: Beginning of March.

19. The Koch Associate Program: The program offers 30-50 promising leaders and entrepreneurs the opportunity to work on significant assignments within non-profit organizations while learning and applying Market Based Management®. Deadline: Beginning of March.

20. New York City Teaching Fellows Program: Established in 2000, the NYC Teaching Fellows program has brought over 8,000 Fellows teaching in New York's public schools. The Fellowship upholds the conviction that public schools can work, but that they must be staffed and led by our most talented and accomplished citizens. Deadline: Beginning of March

21. Simon and Schuster's Associates Program: A one year entry-level rotational program where the employee will have the opportunity to participate within one of the following divisions: Adult Publishing, Children's Publishing, Communications & Publicity, Supply Chain, Finance Operations and Sales. Deadline: Apply year-round.

22. Congressional Hispanic Caucus Institute Public Policy Fellowship: Every year, the nine-month Fellowship Program (late August to late May) offers up to 20 talented Latinos from across the country the opportunity to gain hands-on experience at the national level in the public policy area of their choice with the General Public Policy Fellowship. Deadline: Beginning of March.

23. White House Fellows: White House Fellows typically spend a year working as full-time, paid special assistants to senior White House Staff, the Vice President, Cabinet Secretaries and other top-ranking government officials. Fellows also participate in an education program consisting of roundtable discussions with renowned leaders from the private and public sectors, and trips to study U.S. policy in action both domestically and internationally. Fellowships are awarded on a strictly non-partisan basis. Deadline: Beginning of February each year.

24. Point Foundation Scholarships: Point Foundation is the nation's largest scholarship granting organization for LGBT students of merit. Point provides support through multi-year scholarships, leadership training, mentoring and hope to LGBT students who are marginalized

because of their sexual orientation, gender identity or gender expression. Deadline: Beginning of February each year.

AMERICAN RESOURCE STAFFING
"JOB RECRUITMENT"

Held at:

ValleyWorks Career Center

192 Merrimack Street Haverhill, MA 01830

Tuesday February 14th 2012

9:00 am to 12:00 pm

ARS has multiple openings in:

- Maintenance Mechanics Manufacturing-(Several MA locations)
 - o JOB Order # 1284510

- Quality Assurance Specialist-(Food Manufacturing)
 - o JOB Order # 1284514

Come meet with a Recruiter from ARS!

Bring a copy of your resume & dress professionally!

For more information contact:

Larry Snow (978) 469-7819 lsnow@detma.org

Developing Tomorrow's Workforce

Coordinator of Women's Health Advocacy Services (Lawrence, MA)

Date: 2012-01-09, 1:37PM EST

Reply to: kdixon@ywcalawrence.org [\[Errors when replying to ads?\]](#)

The YWCA of Greater Lawrence is a place where thousands of families turn every year to enrich and transform their lives. The YWCA mission -- to empower women and girls and to eliminate racism -- is embodied in all YWCA programs.

Position: Bilingual/bicultural (English/Spanish) Coordinator, Women's Health Services

Job Classification: Full Time Exempt

Reports To: Co-Director of Women's Services

Qualifications

- Bachelor's Degree in Human Services, Health Education or related field

Or Associates Degree and extensive experience

- Dependable and efficient with strong planning and organizational skills;

- The ability to adapt to change, handle multiple projects and work independently with minimal supervision;

- Training and competence in the following: outreach education; cultural competence;

Assessment techniques; public health; women's health; community organizing; and leadership skills.

- Excellent communication and organizational skills.

- Excellent presentation skills.

- Bilingual/bicultural (Spanish/English)

General Description

The Coordinator of Women's Health Services is responsible for the Coordination of all women's health services including; Women's Health education, outreach, recruitment and linkage of uninsured/underinsured women to breast and cervical cancer screening/diagnostic services, and the GLFHC Latino Center of Excellence for Eliminating Disparities: REACH New England (Lawrence CEED), program outreach, ongoing case management of the clients, networking and providing support to the Director of Women's Services in providing outreach, organizing events and administrative support for Women's Health Services. Specific responsibilities include the following:

- Manage all Women's Health Services including; Women's Health Education and outreach and Latino 2010 Project which includes outreach and recruitment.

- Supervise all Women's Health employees including advocates and clerical staff, providing direction, leadership, support, coaching and appraisals.

- Supports Director of Women's Services in providing Community

Relations and organizing events.

- Provide presentations to target groups within the community and to community agencies around women's health risk for breast and cervical cancer, Diabetes, Cardio vascular disease.
- Provide support services to clients (such as translation, scheduling, and emotional support).
- Provide ongoing case management for clients.
- Build collaborative relationships with providers such as doctors, nurses, pharmacists and counselors.
- Schedules appointments for clients with providers and calls with appointment reminders.
- Arranges and provides transportation if needed and arranges babysitting as well when it is needed.
- Accompanies clients to appointments or procedures for both translation and support.
- Helps clients navigate through the healthcare system.
- Attend any other meetings as requested by the Dept. of Public Health/ Lawrence General Hospital.
- Participates in and supports Peer Educator Training Program.
- Coordinates and supports the Women's Health Network Training Institute which provides trainings to community outreach workers Statewide.
- Community Liaison for The Lawrence Latino Diabetes Prevention Project doing outreach, recruitment and case management of study participants through a Collaboration with U Mass Medical School and Greater Lawrence Family Health Center.

Physical and Mental Demands

- Work requires sitting, standing, stooping, bending, walking, climbing and fingering. Position requires driving to and from appointments and making presentations.
- Work is varied in nature and requires the ability to communicate in person, on the telephone and in large groups.

It is expected that all professional staff will function as self-directed members of a team. The activities and performance of the individual in this position shall meet appropriate professional standards and be in keeping with the philosophy and purpose of the YWCA of Greater Lawrence.

The YWCA of Greater Lawrence is an Equal Opportunity Employer

- Location: Lawrence, MA
- Compensation: 38 - 40 K with full benefit package
- 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.

CITY OF LOWELL

Job Description

Please Post ~ 1/23/2012

Deadline ~ 2/6/2012

Director of Cultural Affairs & Special Events/ Executive Director Cultural Organization of Lowell (COOL)

Job Title: Director of Cultural Affairs & Special Events/ Executive Director, Cultural Organization of Lowell

Department: Cultural Affairs & Special Events

Reports To: City Manager, COOL Board Chairman

Union: Ordinance, Non-Union

Salary Range: (min) \$58,008.52 to **(max)** \$68,173.60

SUMMARY: Under the direction of the City Manager and the COOL Board Chairman, the Director of Cultural Affairs & Special Events/Executive Director of COOL coordinates the City's cultural affairs operations and events and is directly responsible for management, marketing, and grant-writing/fundraising for the City's cultural affairs and creative economy programs, as well as large-scale city-wide events.

ESSENTIAL DUTIES and RESPONSIBILITIES

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Overseeing the City's special event planning, budgeting, marketing and coordination; working with other City departments to assure success in coordination of activities to promote economic development for the city; and

preparing the annual Cultural Affairs & Special Events operating budget for submission to the City Manager; The Director of C.A.S.E./Executive Director of COOL must have an undergraduate degree in the fine arts, cultural

studies, urban studies, or other relevant discipline. A graduate degree in arts administration or an arts- or cultural related discipline, such as a master of fine arts program or cultural studies, is preferred.

EXPERIENCE

The Director of C.A.S.E./Executive Director of COOL must have (a) at least five (5) years cultural program administration experience that includes event marketing and management, of which at least three (3) years are in a supervisory or leadership capacity.

OTHER REQUIREMENTS

Availability to work during evenings and on weekends on a routine basis.

LANGUAGE SKILLS

Ability to read and interpret documents, instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

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

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer. EOE/AA/504 Employer.

Qualified applicants should forward a resume with cover letter by 4:00 PM on February 6, 2012 to Mary Callery, Human Relations Manager, Human Relations, Lowell City Hall, 375 Merrimack Street, Room 19, Lowell, MA

01852; Fax: 978-446-7102; Email: CityJobs@lowellma.gov The position

Assessment Coordinator

Position:

Assessment Coordinator, Chelsea and Cambridge

Classification:

Regular, Part-time (30 hours per week)

Department:

Education and Training, Centro Latino Inc.

Reports to:

ABE Program Director

GENERAL SUMMARY

Centro Latino, Inc. is a non-profit community organization, incorporated in 1989 to address the human service and community development needs of the area's growing Latino population. Its mission is to "improve the quality of life and promote the self-determination of Latinos in Eastern MA through health, education, economic development, and social well-being strategies." Centro Latino operates a diverse menu of services in four primary program areas: Workforce Development, Basic Education & Literacy, Community Health, and Immigration.

OVERVIEW OF POSITION

The Assessment Coordinator is responsible for coordinating placement and assessment activities, maintaining accurate assessment records in the Centro Latino database system, reporting on and analyzing assessment results as well as assessing students throughout the year. This person needs to be certified in all assessments required for this program (BEST+, TABE Clas E, TABE L). This position will serve as assessment coordinator of the ABE Program and of the English Communication for Work Program. The person must be available to work five days a week from 12.30 to 8.30 pm (total 30 h per week) from both Chelsea and Cambridge sites (some occasional Saturday morning hours may be requested).

SPECIFIC RESPONSIBILITIES

- § Coordinate assessment schedule and testers for all the Centro Latino sites
- § Conduct student placement tests, pre and post standard-based assessments used to monitor students' academic progress
- § Maintain accurate assessment records in Centro Latino's database
- § Prepare quarterly assessment reports on the agency's assessment activities
- § Communicate with student counselors in order to identify assessment needs
- § Assist staff who need help with their assessment certification
- § Other duties as necessary

REQUIREMENTS:

- § Bachelor's Degree in relevant field
- § Certification in BEST +, TABE Clas E, TABE L
- § Experience working in DESE-funded programs
- § At least 2 years experience working with adult learners and diverse populations.
- § Excellent computer skills
- § Excellent organizational skills
- § Excellent oral and written communication skills.
- § Ability to work within a diverse team.

To apply for this position, please send a most recent copy of your resume to dparker@centrolatino.org. Please mention

assessment coordinator in the subject line. Deadline

application is February 10th 2012.

Senior Community Service Employment Program – Employment Opportunities for 55+

Posted on [February 6, 2012](#) by [krosssitcawich](#)

National Senior Network Accepting New Referrals!

Are you 55 or older and looking for a job?

WE MAY BE ABLE TO HELP YOU!

The Senior Community Service Employment Program run by the

National Senior Network can provide you with:

- Paid on-the-job training opportunities (\$8.00 per hour /prevailing minimum wage) in your community

that will help you update your skills

- Current job experience for your résumé
 - Job Search counseling and support

To be eligible, you must be:

- A resident of Middlesex or Essex County
 - Age 55 or older
 - Currently unemployed
- Able to meet federal low-income guidelines
- Able to work 18 hours per week and participate in program activities

For more information call us at our Toll Free Number

1 855 994 8300

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