

# Job List – 12/3/18

## **Paramedic Basic (Full-Time / Part-Time) – American Medical Response**

**Location:** Bel Air, MD

**Source:** <https://careers-amr.icims.com/jobs/search>

### **Description:**

- Assess each call situation to determine best course of action and appropriate protocol.
- Utilize medical equipment and procedures including defibrillator, EKG monitor, oxygen and suction devices, intravenous fluids, CPR and other procedures and medications as required to provide advanced medical care.
- Develop and utilize triage skills to provide optimal efficiency during calls.
- Provide patient care according to clinical protocols and safety requirements.
- Lift and move patients as required to provide optimum care.
- Communicate with receiving facility to receive medical direction and to provide critical information.
- Communicate with patient and loved ones to provide information and assurance that care is being given, and to show compassion.
- Act as team leader and take responsibility for scene and unit management as needed.
- Drive the ambulance and provide map reading support to minimize call response time.
- Continuously maintain all required certifications.
- Communicate with dispatcher to receive and understand call data and customer feedback.
- Monitor and maintain the general condition of the unit, keep it clean and stocked for optimal call response to maintain the image of AMR.
- Document activities with regard to patient care and billing completely to ensure appropriate information is available regarding each call.
- Follow policies and procedures regarding out-of-chute times and turnaround times.
- Consider patient status and insurance preferred facilities when determining transportation destinations.
- Ability to work past scheduled shift with little or no notice.
- Work collaboratively and in a professional manner with all allied health and public safety personnel.
- Reports immediately to the on duty supervisor and/or account manager any incident involving a negative customer and/or patient interaction.
- Read road maps, drive vehicles, and accurately discern street signs and address numbers.
- Read medication/prescription labels and directions for usage in quick, accurate, and expedient manner.
- Communicate verbally with patients and significant others in various environments to interview patient, family members, and bystanders.
- Ability to discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given.
- Converse with dispatcher and EMS providers via phone or radio as to status of patient.

### **Non-Essential Duties and Responsibilities:**

- Meets and communicates with existing customers/staff members (including skilled nursing, assisted living, and hospital facilities) on a regular basis to ensure that AMR is meeting their needs. Reports these interactions to the operations and/or account manager on a regular basis.

- Participate in community programs to maintain AMR image and establish strong community relations.
- Perform other duties as assigned.

#### **Physical Requirements:**

- Must be able to successfully pass Physical Agility Test
- Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times.
- Must be able to lift, drag, hoist, and carry different types of equipment and other objects.

#### **Minimum Qualifications:**

##### **Education/Licensing/Certification:**

- High school diploma or equivalent (GED). Some advanced education preferred.
- Current state Paramedic License.
- Possess a valid State Driver's License.
- Current BCLS, ACLS, PALS or PEPP, BTLS or PHTLS Provider Certification (where applicable or required by contract).
- Driving record in compliance with AMR Safety and Driving policy.
  - 2 years driving experience
  - Prefer a clean Motor Vehicle Report

##### **Experience:**

- Some past work experience, preferably in healthcare desired.

### **Driver - Non-CDL (Full Time) – U.S. Electrical Services, Inc.**

**Location:** Newark, DE

**Source:** <https://www.indeed.com/jobs?q=Dispatcher&l=21911&start=20&vjk=f4de8f066b4f959b>

#### **Job Duties:**

- Make all deliveries in a safe, professional and courteous manner.
- Check vehicles for safety and proper maintenance on a daily basis, including ensuring proper loading and drivers logs being completed.
- Load trucks for deliveries as needed.
- Advise dispatcher of problems or delays as they occur during your delivery run.
- Complete all documentation for deliveries including preparation of logs, customer signatures on logs, and out of state mileage logs.
- Process receiving and stocking of incoming material.

#### **Required Skills:**

- Must have a satisfactory Motor Vehicle Record.
- Ability to operate warehouse equipment.
- Must be able to communicate with all levels of customers.
- Must have a valid driver's license and obtain a DE DOT certification.
- Customer service and commercial driving experience is required.

## **Administrative Assistant (Part-Time) – Cecil Dancenter**

**Location:** North East, MD 21901

**Source:** <https://www.indeed.com/recommendedjobs?fromage=last&from=serp&vjk=79d78b8172ce04d5>

### **Description:**

Cecil Dancenter, a local dance studio and fitness center, is looking for a part-time administrative assistant to work in our fast paced and busy office. We offer a flexible work schedule in a positive office environment.

Applicant must have good interpersonal skills, office experience and multi-tasking organizational skills and be detail oriented. The role will include providing a full range of office duties including:

- Day-to-day running of the office including phones and email
  - Registration of dance and fitness members and providing information to new families
  - Provision of administrative support to the studio owner including setting up schedules and classes
  - Payroll records
  - Dance account management and tuition billing
  - Bank account reconciliation reports
  - Other duties as requested.

You need to be self-directed, motivated and have organizational and problem-solving skills.

### **Applicants must have:**

- Experience with Microsoft Office including Word, Excel and Outlook email
- Great math skills (accounting background a plus)
- Excellent interpersonal, oral and written communication skills
- A positive disposition

Job Type: Part-time (approx. 25 hrs/week)

### **Experience:**

- Office Applications: 4 years (Required)

## **Temp Grain Operator (Potential Temp to Full-Time Position) – Perdue**

**Location:** 441 Mechanics Valley Rd, North East, MD

**Source:** <http://perdue.balancetrak.com/177700/IND>

**Description:** This position is responsible for the timely receiving and storage of grains. This position reports to the Grain Storage Manager.

Receiving grain shipments. Testing and probing of grain shipments.

Shipping, and storing of grain.

Other grain drying or receiving job duties as required.

### **Required Education**

High School Diploma or GED, further education preferred.

### **Required Qualifications**

Good communication, math and analytical skills

Good computer skills/ experience

Some grain, soybean plant, or any dry bulk commodity movement experience would be a plus

Must work weekends and be able to work flexible hours during the peak harvest season

This position is an outdoor, very physically demanding position

## Dental Receptionist (Full-Time) West Cecil Health Center

**Location:** 4863 Pulaski Highway Ste 200, Perryville, MD

**Source:** <https://www.indeed.com>

### Job Description

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Dental Receptionist greets all visitors and clients, registers patients, collects fees, checks out patients, schedules appointments, processes telephone calls, conducts patient follow up telephone calls, reviews treatment plans and financial options, provides information in a courteous and helpful manner, and verifies insurance eligibility and benefits and sliding fee program eligibility.

Open and close dental office according to WCHC protocol.

Provide efficient and professional telephone and fax services, processing messages promptly.

Respect and maintain privacy and patient confidentiality at all times.

Register patients according to WCHC protocol.

Explain WCHC policies to patients.

Input encounters.

Understand West Cecil Health Centers Sliding Fee Scale and apply it to payment and collection of fees.

Determine the financial status of patients. Copy insurance cards and information. Update insurance at each visit. Collect any fees or deductibles needed.

Review treatment plans with patients. Discuss treatment plan options in relation to financial responsibility.

Educate patients on the basic etiology of dental decay.

Schedule follow-up appointments.

Appropriately triage patients over the phone prior to scheduling appointments for efficient use of doctor and staff time.

Conduct follow up telephone calls with patients as requested.

Contact patients from quick-fill list to keep schedules full in the event of a cancelation or no show.

Confirm appointments.

Maintain and report statistics as required.

Maintain office supplies needed for receptionist desk activities.

Maintain area in neat and orderly condition.

Participate in staff and educational meetings.

Verify that amounts collected are input into the Payment Management system.

Submit treatment plans for predetermination of benefits.

Maintain petty cash.

Responsible for obtaining insurance information from patients and conducting a detailed benefit and eligibility verification of insurance benefits.

Assist in maintaining grant requirements across various voucher programs and contracted partners within those programs.

### QUALIFICATIONS

High school diploma or equivalent.

Experience as a receptionist, preferably in a dental setting. Warm outgoing personality.

Able to work well under pressure. Able to work accurately and efficiently.

Must have computer knowledge, Microsoft Word, dental software and Excel.

Must understand dental terminology in order to present treatment plans to patients.

Must have knowledge of billing and financial concepts.

Strong analytical and critical thinking skills required.

Highly organized with coordinator background helpful.

Polished oral, written and interpersonal communications skills required; provides timely and exceptional customer service to patients and internal staff.

**Experience:** Dental Receptionist: 1 year (Preferred) **Education:** High school or equivalent

Language: Spanish (Preferred)

## School Bus Driver (Part Time) L.C. Davis & Son Inc

**Location:** Port Deposit, MD

**Source:**<https://www.indeed.com/jobs?q&l=cecil%20county%20md&ts=1542741723328&rs=1&fromage=last&vjk=c872400ead2d8e27>

### Description:

This is a rewarding career you can be proud of! Driving the future! We are in need of part time school bus drivers for regular school bus routes to and from school, and/or to handle a few athletic trips after school, and/or field trips. This job comes with a great responsibility. You must have a CDL with P&S endorsements. Training can be provided for the right person to obtain this. You must pass an extensive background check, and have a clean driving record. This is the perfect job for someone who is retired and might want to work a few days a week during the school year only.

### Experience:

- class a cdl: 1 year (Preferred)

## Entry Level Caregiver (Full Time) – Brightview

**Location:** Bel Air, MD

**Source:**<https://trr.tbe.taleo.net/trr01/ats/careers/v2/viewRequisition?org=SHELTERGROUP&cws=48&rid=17412&source=Indeed.com>

### Description:

At Brightview Senior Living, we believe in creating *Vibrant Living* experiences for our residents by embracing a genuine commitment to [STARS](#) – our core values of **S**ervice, **T**eamwork, **A**ction, **R**eputation, and **S**uccess. We are currently in need of an *Entry-Level Caregiver* to provide exceptional care for our residents.

If you have an interest in working with seniors and embrace Brightview [STARS](#) core values we want to hear from you! As an *Entry-Level Caregiver*, you will:

Provide warm, engaging personal care services, assistance, support, and companionship

Empower residents to do as much as they can, instead of focusing on their own limitations

Assist with the creation and utilization of Resident Care Plans

In order to qualify, you must have a high school diploma or equivalent certification and demonstrate an interest in working with seniors.

Per Diem

### Shift:

2p - 10p

Weekdays and weekends

## Medication Technician (Part Time) Brightview

**Location:** Bel Air, MD

**Source:**

<https://trr.the.taleo.net/trr01/ats/careers/v2/viewRequisition?org=SHELTERGROUP&cws=48&rid=17410>

At Brightview Senior Living, we believe in creating *Vibrant Living* experiences for our residents by embracing a genuine commitment to [STARS](#) – our core values of **S**ervice, **T**eamwork, **A**ction, **R**eputation, and **S**uccess. We are currently in need of *Medication Technicians* to provide exceptional care for our residents.

If you have an interest in working with seniors and embrace Brightview's [STARS](#) core values we want to hear from you! As a *Medication Technician*, you will:

- Provide warm, engaging personal care services, assistance, support, and companionship
  - Administer or assist with administration of medication
  - Empower residents to do as much as they can, instead of focusing on their own limitations
  - Assist with the creation and utilization of Resident Care Plans

In order to qualify, you must have a high school diploma or equivalent certification, a current certification as a Medication Technician, and demonstrate an interest in working with seniors.

**Shift:** 3p-11p Every other weekend required

## Library Associate I (Part Time) Cecil County Public Library

**Location:** Elkton, Md

**Source:** <https://www.cecil.ebranch.info/employment/>

**Description:**

The Cecil County Public Library seeks a highly motivated college graduate interested in a career opportunity serving the public. CCPL is currently hiring a part-time (20-25 hours/week) Library Associate for the Elkton Branch.

Under the direct supervision of the Branch Manager, the Library Associate I provides high quality information, reader, technology and circulation services to patrons of all ages while working at the library's public service desk while consistently providing caring, nonjudgmental customer service to all.

**Requires BA/BS**, excellent customer service, communication and computer skills, and experience working with the public. Regular schedule includes day, Sunday afternoon, evening and weekend hours. Starting pay is \$17.10/hour. EOE

**To apply, please submit a cover letter, resume and three business references to:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=071ef89c-2e67-40ad-a23f-1f858cf3eae7&jobId=252948&lang=en\\_US&source=CC2&cclid=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=071ef89c-2e67-40ad-a23f-1f858cf3eae7&jobId=252948&lang=en_US&source=CC2&cclid=19000101_000001)