

St. Louis Region OJT Job Openings

3/7/14

The following is a list of current job openings posted in www.jobs.mo.gov that the organization has indicated they are interested in filling under the SLATE OJT program. Qualified candidates are encourage to first look up the information about the job posting using the "Job Number" provided under the job title. The job posting will provide the name of the company and provide instructions on how to apply for a specific opening.

You are also encouraged to email your resume to Joel Reinert at jreinert@stlworks.com including the job title in the subject of the email.

Title: OJT – Supervisor – Housekeeping

Job Number: 10489573

JOB DESCRIPTION

Supervision of operations and activities of the Housekeeping Department.

RESPONSIBILITIES

Manages individual(s) including but not limited to: hires, trains, assigns work, manages & evaluates performance, conducts professional development plans. Ensures that the productivity and actions of that group meet/support the overall operational goals of the department as established by department leadership.

May participate in the development of departmental staffing, revenue and/or expense budgets and having direct responsibility for adhering to those goals. This includes responding to changes in the business which may affect the ability to achieve the budget goals.

Schedules work assignments and ensures the schedule is adjusted and posted.

Responds to and prioritizes pager requests.

Conducts new hire department orientation, training and in-services as needed.

Performs regular inspections to ensure staff are following established procedures in order to meet compliance and regulatory guidelines and to provide infection control.

2 years of supervisory experience in a hospital environment strongly preferred.

Title: OJT – Housekeeping

Job Number: 10489570

JOB DESCRIPTION

Responsible for daily housekeeping services as assigned, using procedures as outlined by the hospital or service organization.

RESPONSIBILITIES

Performs routine cleaning activities in patient, public and common areas using prescribed, established cleaning process.

Performs discharge cleaning process in inpatient rooms and prepares room for next admission.

Performs room set up and changes as needed.

Keeps equipment clean and functional according to procedure.

Notifies supervisor or manager of any equipment, furniture, or building fixtures that are in need of maintenance.

Housekeeping and janitorial experience in a hospital environment strongly preferred.

Title: OJT – Supervisor – Maintenance & Facilities

Job Number: 10489566

JOB DESCRIPTION

Manage and coordinate activities of personnel engaged in maintaining the physical plant and all other duties as required. Assist Manager in the Development of Policies and Procedures, operating budget, and departmental goals. Responsible for staff daily work assignment and productivity.

RESPONSIBILITIES

Identifies and recommends optimal staffing levels necessary to effectively manage work unit's services.

Manages individual(s) including but not limited to: hires, trains, assigns work, manages & evaluates performance, conducts professional development plans. Ensures that the productivity and actions of that group meet/support the overall operational goals of the department as established by department leadership.

Leads, directs and organizes assigned departments.

Plans, schedules, and coordinates repairs and utility outages. Plans and coordinates new equipment installations.

Ensures all aspects of preventative maintenance are completed on schedule and according to department standards and procedures.

Inspects the building, facilities and grounds to identify maintenance and repair needs.

May participate in the development of departmental staffing, revenue and/or expense budgets and having direct responsibility for adhering to those goals. This includes responding to changes in the business which may affect the ability to achieve the budget goals.

Title: OJT – Material Handler

Job Number: 10483278

Material Handler is employee who makes sure that the material coming in the warehouse is properly prepared for shipping. They are responsible for working with volunteers on any general labor tasks and other duties as necessary. Required to have forklift experience but certification is not required pays \$9.5 hour with exp. THIS IS 100% NON - SMOKING CAMPUS

Please e-mail resume to acausevic@stlworks.com with subject line "Material Handler"

Title: OJT – Driver

Job Number: 10483282

Responsible for preparing supplies for pickups and handling all pickups scheduled through the Dispatch Dept. including unloading of materials.

Responsible for proper handling and loading of materials at events and sites. Routine maintenance on trucks. Must have a Class E license and be legally able to drive. Pays \$12/hour. THIS IS 100% NON - SMOKING CAMPUS

Please e-mail resume to acausevic@stlworks.com with subject line "Driver"

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Title: OJT – Office Assistant

Job Number: 10489580

Handles Customers, donation letters, and basic data entry and answering the phones. Must have customer service experience and a good phone voice.

Qualified candidates will be tested in MS Word, MS Excel and Basic office skills. Candidate must have Internet and e-mail experience. Unpaid Internship positions are also offered for those without experience. pays up to \$12/hour based on experience. THIS IS 100% NON - SMOKING CAMPUS

Please e-mail resume to acausevic@stlworks.com with subject line "Office Assistant"

Title: OJT – Warehouse Worker

Job Number: 10474499

Responsibilities:

- Putting product into and taking out of pallet racking via fork lift/picker
- Cleaning furniture and checking it for functionality before delivery or going into our showroom
- Extraction cleaning panels or chairs when necessary
- Building office furniture to prepare for delivery
- Loading and unloading trucks on occasion
- Pulling and preparing orders for installation - this requires a detailed person as a cubicle installation can require many parts and pieces of different sizes.

Title: OJT – Customer Service Rep

Job Number: 10472275

This position will somewhat evolve with our new computer system but listed are the core responsibilities. A great part of the training process could be data entry into our system. For this we will need a detailed person. We are seeking a clear professional phone voice as this person will speak with customers frequently. Reliability and punctuality is very important. .

- Print paperwork for daily deliveries
- Recognize delivered shipments (invoicing)
- Emailing invoices to customers.
- Check EOD status (checking the status of shipments and logging shipping dates in our system)
- Confirm P.O. ship dates (help checking the status of shipments and logging shipping dates in our system)
- Customer file maintenance ?correcting addresses phone numbers etc
- Monthly invoicing - recurring invoices
- Call customer to confirm deliveries (confirm addresses, arrival times and cod's)

Please e-mail resumes to jobs@stlworks.com and make sure to include customer service in the subject line or your resume may not be considered.

Title: OJT – Marketing Analyst

Job Number: 10469972

The Marketing Analyst is responsible for providing reporting and analysis on direct mail, email, other marketing efforts, and corporate initiatives. Other responsibilities will include data mining, fulfilling data requests as needed, and maintaining the Customer Relationship Management (CRM) system.

Responsibilities:

- Update and maintain current reports and build new reports to provide insight into the performance of the marketing efforts and other corporate initiatives. Provide a summary of report findings to senior management.
- Extract and provide data from the Data Warehouse, Customer Relationship Management (CRM) system, or other sources as requested.
- Responsible for monthly rewards processing and other direct marketing selections for the loyalty program and/or other marketing initiatives.
- Provide analysis of the effectiveness of the strategy and execution of marketing efforts with an emphasis on guest behavior. Make recommendations based on this analysis for future marketing campaigns to achieve established business metrics and goals. Assist in developing marketing strategies to consistently improve the return on investment (ROI).
- Perform ongoing regular maintenance of the CRM system and assist in supporting Guest Services with maintaining Guest data integrity. Act as liaison between all business teams and the CRM Administrator to ensure that the Guest data remains in alignment with established business rules.
- Qualifications:
- A minimum of three years directly related experience and a Bachelor's degree in Finance, Marketing or a related field. Five years of experience is preferred.
- Intermediate proficiency in SQL; write moderately complex SQL queries and understand relational database structures.
- Intermediate proficiency in Microsoft Excel; use pivot tables, complex formulas, and develop comprehensive reporting.
- Excellent critical thinking and analytical skills; must be able to solve or support questions relating to all areas of the business.
- Knowledge of a statistical programming software package such as SAS, R, or SPSS is strongly preferred. Proficiency to extract, manipulate, and analyze data.

Title: OJT – Senior Network Engineer

Job Number: 10469967

The Senior Network Engineer will maintain stability and reliable design of the Core Network & Voice Infrastructure through ongoing preventative maintenance, assessment, and proactive monitoring.

Key responsibilities include:

- All mission critical services requiring reliability, security, and performance optimization
- Setup and maintain active monitoring on systems to pro-actively resolve issues
- Act as liaison with vendors on new technologies and upgrades to existing infrastructure
- Develop proactive support solutions for corporate offices, warehouse, and retail store locations and provide advanced reactive support as needed
- Participate in call rotation to ensure required support is achieved
- Meet regularly with product and service providers to address issues and accomplish goals
- Negotiate new rates for maintenance contracts and evaluate alternative solutions and services and provide cost analysis where appropriate
- Collaborate with various teams as they design/implement their projects to make recommendations and help implement changes to the infrastructure
- Partner with IT Operations Team to ensure products are working as designed and administrators are following best practices
- Ensure adherence to best practices and proven methodologies to promote continuous IT operations and the integration of new value-added technology
- Assist in administrative duties regarding the network/voice/security infrastructure and document support structure

Qualifications include:

- Bachelor's degree in Computer Science, Information Technologies or related field plus 5 years of related experience is required
- CCNA, CCNP or CCVP a plus
- Demonstrated experience with Cisco ASA, Prime, ISE, VOIP, Nexus, load balancers & other infrastructure technologies
- Strong communication and documentation skills
- Well-rounded understanding of technical troubleshooting methodology
- Solid knowledge of existing systems
- Exceptional guest service skills
- Ability to work from home and be self-disciplined with tenacity and commitment to tasks.
- Must be willing to be available 24 x 7 when priority troubleshooting or projects arise with limited overnight time scopes, work from home regularly
- Ability to lift/move heavy equipment

Title: OJT – System Administrator

Job Number: 10469971

The System Administrator is responsible for assisting with designing and maintaining store hardware and software technology systems.

Responsibilities:

- Maintain and manage Active Directory, Storage Area Network, Virtual and exchange environment, system patching, and consistent store file sets
- Monitor and maintain System Center Operations Manager and IT infrastructure at BearQuarters and Bear House computers and servers
- Proactively monitor store systems and provide second level support
- Perform regular administrative tasks

Qualifications:

- An Bachelor's degree with an emphasis in Computer Science and one year of IT experience
- Certification in A+, MCP, and MCSE
- Scripting and PowerShell experience
- Proficiency in Microsoft Office -Word, Excel, Outlook, Access, PowerPoint
- Strong trouble shooting skills and communication skills
- Ability to solve problems with analytical skills
- Easily adapt to change
- Ability to lift 35 pounds

Title: OJT – Distribution Manager

Job Number: 10469970

The Distribution Bear is responsible for analyzing sales and inventory to make sound business decisions on quantities to send to stores.

Responsibilities:

- Utilize Allocation and Replenishment system to analyze sales and trends in order to replenish stock to stores
- Daily review of supply inventory and excel spread sheets in order to track and react to inventory discrepancies
- Maintain inventory within the system
- Meet with planning and purchasing partners to become an expert in areas of accountability
- Prepare initial distributions for all new items utilizing prior year results
- Work to meet multiple deadlines daily
- Answer all emails within 24 hours of receipt in order to keep partners advised of all distribution issues

Qualifications:

- A Bachelor's Degree is required
- Two years of retail distribution experience is preferred
- Intermediate proficiency with Microsoft Excel is required
- Proficiency in Microsoft Access preferred
- Strong analytical reasoning skills
- Strong attention to detail
- Solid planning and organizational skills
- Ability to work on multiple tasks at same time and meet deadlines
- Flexible and adaptable to change

Title: OJT – Quality Assurance Specialist

Job Number: 10469966

The Quality Assurance Specialist Bear works with the Senior Manager to ensure that Build-A-Bear Workshop products are compliant with all Government and BABW standards.

Responsibilities:

- Acts as a liaison to communicate effectively with independent testing laboratories to resolve any issues cited in the reports.
- Accurately record and log test reports and confirm a passing test report is on file for all products shipping to BABW
- Evaluate shipping samples from each purchase order to ensure that product conforms to sealed sample and has no obvious defect or failure
- Provide timely feedback to internal and external partners (vendors) to approve production or correct deficiencies
- Maintain Social compliance records for each factory producing product for BABW
- Ensures Manager is aware of any non-compliant factories in order to minimize risk associated with negative publicity
- Assist with risk assessments performed on products in the design or product development phase
- Identify potential risks within product and provide constructive alternatives for production which are cost effective and safe
- Maintains strong working relationship with Product Development and Vendors
- Assist with Quality Control issues which arise and help to ensure timely resolution

Qualifications:

- Bachelor's Degree with 1 to 3 years of experience within the Quality Assurance field.
- Working knowledge of product Safety testing requirements; preferably for Toy & children's products. Manufacturing experience a plus
- Working knowledge of Social Compliance programs
- Strong attention to detail and ability to maintain a high degree of accuracy
- Ability to manage multiple concurrent tasks
- Strong communication and customer service skills
- Flexible and adaptable to change
- Proficiency in Microsoft Office: Word, Excel, Outlook, PowerPoint
- Ability to lift 30 - 35 pounds

Title: OJT – Manufacturing Assembly (Sewing Machine) Operator

Job Number: 10352419

Seeking qualified candidates to set up, operate, and maintain industrial sewing machines used in the development of sewer pipe liners. Candidate will work from patterns developed inhouse to cut fabric and assemble the liners. Will also be trained on the installation of the liners into existing sewer pipes.

Title: OJT – Lab Technician

Job Number: 10441356

Intact Genomics is seeking two entry level, laboratory technicians (32-40 hours per week). The successful candidates will be responsible for assisting with laboratory duties, and performing routine lab tasks with direction from supervisors.

DUTIES & RESPONSIBILITIES

- Assist scientists with experiments including collection of data, preparation of solutions and set-up and maintenance of lab equipment.
- Perform common molecular biology techniques such as E. coli cultures, DNA extractions and purification, simple molecular cloning.
- Follow recipes and protocols, prepare and maintain media and buffers.
- Collect and record experimental data.
- Assist with general lab maintenance and cleaning.
- Perform other duties as assigned, including shipping and office tasks.

QUALIFICATIONS & REQUIREMENTS

- Minimum of a high school diploma and 1-2 year of college education in biotechnology related areas.
- Must be at least 18 years old.
- Must be physically able to work in laboratory environment.
- Excellent English communication skills, work well with others.
- Must be dependable, very organized, and have good work ethic. Attention to details and ability to meet critical deadlines are vital to these positions.

HOW TO APPLY

Interested candidates should submit a cover letter and resume to: rye@intactgenomics.com or apply online at www.intactgenomics.com.

Title: OJT – Lab Technician/Associate

Job Number: 10346663

Essential Duties and Responsibilities:

We are looking for an entry level candidate with knowledge and interest in pursuing a career in biotechnology. Background knowledge in animal cell culture, protein chemistry and or molecular biology is advantageous. The ideal candidate will be result oriented and should be able to work independently. Candidate should be able to read, understand and interpret documents such as protocols, safety rules, standard operating procedures, equipment maintenance instructions, etc. Good communication skills are expected including mastery of common computer applications such as Microsoft word, excel, etc.

Qualifications Needed: BS/MS or Associate in Biotechnology or equivalent

Apply online at www.antibodyresearch.com/careers.html or email resume to info@AntibodyResearch.com or mail resume to Antibody Research Corporation, Attn: Human Resources, 5988 Mid Rivers Mall Drive, St Charles, MO 63304

Title: OJT – Receptionist/Administrative Assistant

Job Number: 10384206

Performs a variety of administrative functions including, but not limited to, the following -

Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Answer telephones, direct calls, and take messages.

Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.

Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.

Compile, copy, sort, and file records of office activities, business transactions, and other activities.

Compute, record, and proofread data and other information, such as records or reports.

Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.

Complete work schedules, manage calendars, and arrange appointments.

Review files, records, and other documents to obtain information to respond to requests.

Travel arrangements

Kitchen duties

Special events coordination

Proficient in Microsoft Excel, Word and Power Point

The position requires a high school diploma with at least 5 years of experience in the field or in a related area. Candidate will be familiar with a variety of the field's concepts, practices, and procedures. Candidate will also rely on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. The salary range for this position is \$12 - \$14 per hour.

Title: OJT – Security Officer (Armed/Unarmed)

Job Number: 10376819 / 10376863

Security Officer Basic Job Responsibilities:

Patrol facility or man post as instructed and serve as a general security presence and visible deterrent to crime and client rule infractions; detect suspicious activities and watch for criminal acts or client rule infractions at or near assigned post which may be a threat to the property, client or employees at the site. Report all incidents, accidents or medical emergencies. Respond to emergencies, such as medical and bomb threats; and to alarms, such as fire and intrusion by following emergency response proceedings.

Security Officer Basic Qualifications:

- Must be at least 18 years of age or older as required by applicable law or contractual requirements.
- Must have a high school diploma or GED, or at least 10 years of verifiable employment history.
- At least one verifiable employer.
- No criminal convictions as specified under AlliedBarton guidelines.
- Ability to communicate effectively both orally and in writing for the purpose of public interaction and report writing.
- Authorized to work in the United States.
- Ability to perform essential functions of the position with or without reasonable accommodation.
- Negative result on pre-employment drug screen.
- Successful completion of Allied's Security Officer Basic Course exam.
- Ability to maintain satisfactory attendance and punctuality standard.
- Neat and professional appearance.
- Friendly and professional demeanor.
- Ability to providing quality customer service.
- Ability to handle typical and crisis situations efficiently and effectively at client site.

Qualified candidates must first apply online at www.alliedbarton.com and then e-mail resume to jreinert@stlworks.com and include the job title in the subject line

Title: OJT – Solar Installation Professional

Job Number: 1022885

JOB DESCRIPTION

Solar installation experience is a plus but not required as long as you have some construction, roofing or electrical experience with a desire to learn and follow direction. The ideal candidate takes extreme pride in their work and has a natural desire to produce quality results. Each installation is different and offers a learning opportunity to the entry level candidate. For those candidates that learn quickly, follow direction, take initiative and show leadership abilities there are opportunities for advancement to Lead Installer. We also support training and NABCEP certification for those with the desire to progress their careers even further.

Qualifications for the ideal candidate:

- Detail oriented and shows pride in their work
- Positive outlook even when challenged with physically demanding situations
- Works well in a small team environment
- Has experience in being in constant communication with their crew members
- Is proactive in accomplishing all tasks necessary for a job.
- Comfortable climbing ladders plus standing and working on residential roof tops in both hot and cold weather.
- Can comfortably lift 50 to 70lbs and can push, pull, bend, stand or kneel for extended periods of time.
- Able to have a flexible schedule and willing, on occasion, to work longer hours in order to complete the installation project for the day.
- Has a natural desire to seek continuous improvement in their work.
- Organized with the ability to multi-task and set priorities

Positions available are Full-Time and paid hourly. Some overtime and overnight travel may be required. A clean driving record is a must. Drug Tests, Background Checks and DMV reports will be performed on all final candidates. Employment eligibility verified through E-Verify. Competitive compensation based on experience.

JOB REQUIREMENTS

Responsibilities:

- Assists the Lead Installer and crew with quality solar PV installations in some or all of the following areas: system layout, roof penetrations, assembling racking, running conduit (both exterior and in attics and crawl spaces), panel attachment, grounding, pulling wire, constructing wire combiner boxes, and performing voltage testing.
- Follows all OSHA and company safety requirements without question.
- Follows all company operations standards and processes.
- Stages materials and tools, completes load standards and helps load the trailer for each job Assists with general site preparation and continuous jobsite clean-up.
- Participates in regular safety trainings and online training
- Maintains a neat and professional appearance and communicates with the customers in a positive manner

Required Travel Up to 25%

Title: OJT – Controller

Job Number: 10393992

The Controller for EndotStim is responsible for all areas related to financial accounting and will support the financial management initiatives of the organization. The Controller will:

Prepare accurate and timely monthly financial statements in accordance with GAAP;

Direct budget/forecast activities and analyze actual vs. budget;

Product monthly reporting package

Prepare accounting analyses involving key judgmental accounts in various complex accounting areas;

Manage year end audit and tax return processes;

Monitor and enhance Company's internal controls.

Maintain company contracts and other materials for diligence purposes;

Assist in accounting policy development and implementation across the Company;

Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy;

Assist CFO with diligence and other shareholder requests;

Assist in development and implementation of new procedures and features to enhance the workflow of the department;

Manage banking relationships;

Respond to inquiries from management regarding financial results, special reporting requests;

Assist CFO with investor relations, insurance and human resource matters;

Provide training to new and existing staff as needed; and

Other duties as reasonably requested.

POSITION

Full or part time

QUALIFICATIONS

BS in Accounting;

CPA, strong technical skills;

Minimum of 5 years of relevant work experience;

Public accounting and SEC reporting experience a plus;

Experience with international accounting, Inventory control preferred, Quickbooks Enterprise a plus;

Strong interpersonal, supervisory and customer service skills; and

Ability to multi-task, work under pressure and meet deadlines.

To apply qualified candidates must send a current resume and cover letter to Peggy Stohr at pstohr@endostim.com

Title: OJT – Food Production Associate

Job Number: 10488989

The Production Associate is responsible for working in a Production facility as part of a line and maintaining maximum efficiency. In addition they must perform all tasks in a safe manner to ensure achievement of Quality, Service, and Cost and objectives. Comply with all standard operating procedures and requirements under the company's safety and food quality programs.

Majority of work is performed in the operations department and on the production floor with extended periods of standing, bending, twisting and lifting. Work involves exposure to refrigerated temperatures, high noise levels, wet environment, moving equipment, and fast pace.

These positions require some scheduling flexibility and both part time and full time positions are available.

Desired Qualifications

High School Diploma required, technical or vocational training preferred. Manufacturing or food production experience or additional education which includes manufacturing/assembly line experience is a plus. Ability to read, write, speak and understand instructions given in English. Beginner math skills are required. Ability to work 8-12 hour shifts or other work schedules as determined by business need, including overtime as required. Basic computer skills and familiarity with work orders is preferred. Ability to stand for extended periods and perform repetitive tasks on Production floor and in plant. Ability to lift up to 50 pounds.

Preferred Skills

- Prior assembly, manufacturing, machine operator or food production experience
- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions
- Flexible in schedule of availability
- Knowledge of sanitation, GMPs, and general food safety and quality
- Work with mathematical concepts such as fractions, percentages, ratios, and proportions in practical situations

Those interested in this position may apply by submitting a letter of interest specifically addressing the qualifications listed in this announcement, and a current resume in Word format. Please list Production Associate in the subject of your email and email employment@swissamerican.com to apply.

Title: OJT – Dispatcher and Tracking Coordinator

Job Number: 10338527

General Summary:

Track shipments within the entire DTI system. Book shipments with carriers. Keep in communication with carrier to provide accurate information to customer. Assist when problems arise.

Primary job responsibilities:

- Find and secure carrier capacity for available shipments.
- Customer service; track freight from beginning to end and keep customers up to date with status of deliveries, work closely with customers and carriers to make sure freight is loaded and unloaded in a safe and timely manner. Effectively interpret and act on customer requests
- Keeps in constant communication with every carrier in order to provide accurate tracking information to the customer and to the appropriate internal departments. Advise appropriate personnel of any delays.
- Enter freight assignments using a dispatch software and update upon delivery of freight
- Assist carriers and customers when problems arise with loading or unloading
- Assist in dispatching drivers and covering loads as needed

Profile:

- Skill to function effectively in a stressful environment
- Ability and willingness to accept responsibility and make decisions.
- Work and deal effectively with individuals and/or groups of people.

Specific training/certification:

- Knowledge in Microsoft Office
- Previous customer service experience
- Knowledge of transportation industry

Other: Employee is expected to work full shifts with the possibility of some extra daily and/or Saturday hours

Title: OJT – Care Coordinator

Job Number: 10338533

JOB SUMMARY:

The Care Coordinator is responsible for directly interfacing with clients performing service evaluations, originating service plans, interviewing, scheduling and supervising care.

QUALIFICATIONS:

1. H.S. Diploma, some college preferred.
2. CNA preferred
3. Previous management experience.
4. Prior scheduling experience preferred.
5. Computer skills including but not limited to MS Office, MS Excel and Scheduling program.
6. Social Media knowledge
7. Have a sympathetic attitude toward the care of the sick and elderly.
8. Ability to carry out directions, read and write.
9. Maturity and ability to deal effectively with the demands of the job.
10. Has a good command of the English language and communicates clearly in written and verbal form.

RESPONSIBILITIES:

1. Understands and adheres to established FirstLight Home Care policies and procedures.
2. Performs initial and ongoing in-home evaluation and supervision of services.
3. Completes appropriate visit records in a timely manner as per FirstLight Home Care policy.
4. Assists in coordination of care for client services.
5. Reports changes in client condition to agency employees involved in client's care.
6. May perform orientation and training.
7. Participate in the quality assurance reviews and evaluations of the agency's services