

Job Information from the Buffalo Employment and Training Center

77 Goodell St., Buffalo, NY 14203
716-856-5627 / 716-856-5670– Fax
www.workforcebuffalo.org

The BETC is here to help with your job searching needs. We have free services for all jobseekers.
Orientation Times: Monday – Thursday, 10 am or 2 pm.

November 13, 2017



Comvest Consulting Real Estate Management is looking for a part-time Building services representative for 5 hours per week. One hour per day between the hours of 9-5 pm.

Job Title: Part-time Building Services Representative
Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt

Summary: Responsible for creating a safe, comfortable, and productive environment for all building occupants and visitors by providing any necessary repairs or alterations to building so that they are up to the proper specifications by performing the following duties.

Duties and Responsibilities include the following:

1. Ensures that all building systems and operations including HVAC are functioning properly.*
2. Works with outside vendors for other maintenance concerns, ensures work is completed to Comvest Real Estate Management standards, and informs supervisor if work has not met expectations.*
3. Performs inside building maintenance and or repairs on walls, furniture, carpeting, plumbing, painting, lighting, and electrical.*

*Our job announcements, news and other info are also available on Facebook, LinkedIn,
Twitter @BETC_updates and Instagram @BETC716*

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4. Performs outside building maintenance to include emptying of trash cans, removing snow and ice from property parking lots, building entrances, and sidewalks by shovel or snow blower, and providing maintenance on garage doors.*
5. Performs light landscaping including watering of plants and grass.*
6. Operates all motor driven tools used in daily operations including lawn and snow removal equipment and the parking ramp sweeper.* (Based on location)
7. Provides on-call support and responds to off-hours facility emergencies or various building projects.*
8. Provides parking garage maintenance based on location.*
9. Travels to local supply stores.*
10. Performs local and state wide travel based on job assignments.*
11. Completes daily work log and notes all assignments worked that day.*
12. Performs all work in accordance to safety standards and guidelines.*
13. Reports any incidents or injuries to the supervisor immediately.*
14. Ensures confidential recycling is collected per procedures.*
15. Receives requests from building occupants via phone, email, or work order system.*
16. Completes all tasks assigned as shown on work orders and instructions.*
17. Meets with building landlords and vendors as needed which will vary by location.
18. Ensures can and bottle recycling and confidential recycling is collected as needed.
19. Attends meetings and trainings as required.
20. Performs all other duties as assigned and required.

(Other duties may be assigned)

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Your Partner for Quality Care
CHCB
COMMUNITY
HEALTH CENTER OF BUFFALO

CASAC

Position Summary: The CASAC position is an exciting opportunity to make a significant contribution to improving the health of at risk individuals. Under the supervision of the Behavioral Health Supervisor, the Counselor delivers substance abuse treatment services to clients. **Responsibilities:** Conduct detailed alcohol and drug assessments of clients; Determine immediate and longer term service needs for the development of a comprehensive treatment plan. Meet regularly on a one to one basis with clients...

Certified Dental Assistant

Primary Function: Assist dentist in a broad range of tasks that are required to treat dental patients in the highest quality of care in accordance with current federal, state, and local standards, guidelines, and regulations. **Duties and Responsibilities:** Assists dentist chair side utilizing the principles of four-handed dentistry. Seats and dismisses patients. Maintains clean operatory and dental laboratory area with approved disinfectants. Maintains dental equipment according to manufacturer's...

Chronic Disease Educator - RN

Primary Function: Develops chronic disease educational programs; caters programs to meet individual patient needs with a goal of improving medical outcomes for patients living with chronic diseases. **Duties and Responsibilities:** Educates patients about chronic disease and chronic disease management. Educates patients and family members about self-monitoring, testing, and treatment plans and adhering to treatment plans. Develops and implements on-site and community based programs designed...

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Licensed Practical Nurse

Primary Function: To deliver nursing care under the supervision of the registered nurse and/or physician. Duties and Responsibilities: General: Adheres to agency policies and procedures regarding confidentiality Participates in quality improvement activities Communicates effectively with patients and staff Maintains a professional manner in interacting with patients and staff Adheres to infection control principles Specific: Maintains clean, safe, orderly work environment Performs...

Medical Assistant

Primary Function: Primary function: Performs clerical and clinical functions that assist in the provision of care under the supervision of the registered nurse and/or physician. Duties and Responsibilities: General: Adheres to agency policies and procedures regarding confidentiality Participates in quality improvement activities Communicates effectively with patients and staff Maintains a professional manner in interacting with patients and staff Adheres to infection control principles Specific:...

Patient Service Representative

Summary: A successful Patient Service Representative possesses tremendous interpersonal skills, enabling them to provide excellent customer service with a focus on patient satisfaction and care. PSRs understand that patients have the right to be informed and educated, so that they can make the best decisions possible regarding their health and wellness. PSRs are committed to treating patients with respect at all times as they provide clerical and administrative support in the delivery of...

Registered Nurse

Primary Function: To deliver nursing care under the supervision of the Medical Provider. Duties and Responsibilities: Provides direction to the Licensed Practical Nurses and Medical Assistants Triage patient phone calls and patient visits Provides case management Provides care to patients requiring nurse only visits Maintains clean, safe orderly work environment Performs supportive duties to maintain efficient patient flow Prepares rooms and patients for and assists Medical Providers with...

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Social Worker

Primary Function: Performs case management and counseling activities related to bio psychosocial needs affecting the health and well-being of Center patients. Duties and Responsibilities: Assess patient's psychosocial needs and determines appropriate treatment/referral needs. This might include case management short-term counseling and/or crisis intervention. Assess and assist patients with obtaining and completing forms for entitlements, supplemental insurance and other needed benefits that...

Women's Health Nurse Practitioner

Duties and Responsibilities: Adheres to all CHCB's clinical policies and procedures, including infection control principles and confidentiality. Assess physical and psycho-social health status through medical history and physical examination. Orders and interpret laboratory tests. Triage, diagnose and treat illness and physical conditions within the specialty area of practice. Perform therapeutic and corrective measures including prescribing medication and provides preventive health maintenance and...

To Apply: <http://chcb.net/employment/>

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