

## RESIDENTIAL AIDE

Love Home Inc. – Inglewood. <https://www.lovehomeinc.org/> Approximately 20 - 40 hours per week. May involve evenings and weekends. Non-profit organization that provides housing for low income and disadvantaged residents in Los Angeles County. Serves as a caregiver to the housing participants in our Housing Program under the harm reduction approach. This position ensures the safety, security and order for the daily operations of the residence during assigned shift. This position works closely with management and other staff to ensure that the compatibility and integrity of the programs are upheld. Serve as a role model for all housing participants within the location. Consistently communicate with Love Home staff about issues involving housing participants and other issues that may present themselves. Support day-to-day services of housing participants. Support adults with mental disorders/substance use. Provide support in interpersonal communication, problem solving, personal hygiene, etc. to housing participants. Support individuals with medical visits, and recreational activities. Promote independence. Conduct periodic walk-throughs during assigned shift. Answer the phone and direct callers to the appropriate person. Clean and maintain upkeep of the interior and exterior of the location. Assist with laundry. Assist with meals, if applicable. Restock supplies such as paper towels, toilet paper, soap, etc. Assist staff with housing participants supervision and service delivery. Ensure housing participants are safely monitored. Assure Incident Reports are reported and recorded. Assure adherence to all House Rules and safety and health rules and regulations. Provide housing participants transportation, if applicable. Record daily work log for next shift. Maintain and ensure housing environment is clean and safe according to Love Home standards. Report any repair needed and pest infestation in logbook. Promote nutritious meal plans and physical activities that facilitate personal health and well being. Assist management and staff in supervision during daily activities. Maintain appropriate professional boundaries with housing participants and staff. Respond to housing participants requests in a professional and courteous manner. Observe and adhere to confidentiality standards. Assist in coordination of daily program activities. Assure that all emergency needs of housing participants are met, report incidents as required. Respond appropriately to emergencies including contacting appropriate staff and supervisor(s), interacting with police, fire, and medical personnel as needed. Demonstrate respect for cultural/lifestyle diversities of housing participants and staff. Minimum of six-months experience working with Mental Health and Substance Abuse in a residential setting. Experience in working with diverse populations. Clerical skills and computer proficiency including using Microsoft Office and sending emails. Good writing and communication skills. Strong organizational and record keeping skills. A minimum of one-year sobriety if recovering. Clean driving record required if driving is a requirement. Ability to work independently and cooperatively as a member of a professional team. Ability to speak with housing participants in an instructive, directive, firm, and compassionate manner. Speak, read, and write in English. Positive attitude and a desire to provide compassionate care. Knowledge of social, healthcare, supportive and other resources available for formerly incarcerated, low-income, no-income, and special needs population. Ability to set strong boundaries. No probation/parole (LiveScan may be required). May involve interaction with challenging persons. Able to lift up to 100 pounds. Frequent walking and climbing stairs. Able to bend. Pass LiveScan background check, if applicable. Current CPR and first aid training (must be kept current). Current TB test (must be kept current). Submit to random UA testing. Training for this position will be provided.

**Call or send resume: [info@lovehomeinc.org](mailto:info@lovehomeinc.org), or call Toll Free: 855-243-5683.**

### CARE PARTNER / BMT

Children's Hospital Los Angeles - Los Angeles. Able to write, speak and understand English fluently. The Care Partner for BMT Bone Marrow Transplant provides patient and administrative support to nursing staff as necessary. Have 1+ year experience as a PCSA, Medical Assistant or Certified Nurse Assistant (CNA). High school graduate. Current BLS from American Heart Association.

**Go to: <https://jobs.chla.org/job/-/-/277/16607299>**

### CLINIC CONCIERGE - PART TIME

Aegis Treatment Centers, LLC – Wilmington. P/T. Ensure the Maintenance of safe treatment and the working environment. Inspect the clinic's interior to ensure that is presentable, safe and secure. Inspect the clinic's surroundings and parking lot to ensure that it is secure and that no current threat or nuisance exists, as well as ensure that all staff and patient vehicles are parked in designated spaces. Conduct walkthroughs of the inside and outside of the clinic on an hourly basis. High school diploma or equivalent. Excellent communication skills. Ability to prioritize, multi-task, develop and maintain effective working relationships with staff and patients. Ability to follow Aegis Treatment Center, LLC. Administrative and clinical policies. Maintain a professional appearance. Detailed and customer service oriented. Wear an Aegis uniform.

**Go to: <https://gethired.com/a/2323a7c1-0926-4cac-9e61-bb1e5e2fb9ec>**

### DENTAL FRONT OFFICE

Dominguez Hills Dental Group – Carson. Temporary. \$22/hr. Manage day to day operations of the dental office. Answer and respond to telephone calls. Maintain a professional reception area. Greet and welcome patients. Check-in patients according to office protocol. Confirm next day's appointments. Schedule patients for efficient use of doctor and staff time. Collect payment from patient at the time of treatment. Prepare financial treatment plans and present plan options to the patient. Update insurance information on all patients. Prepare bank deposits. Follow up on insurance claims.

**Go to: <https://www.indeed.com/viewjob?jk=60732fbbc46ad1b9>**

### VET ASSISTANT

Warner West Pet Clinic - Huntington Beach. F/T, M-F 8:00am-5:00pm. Be available to work weekdays, weekends, and holidays. Preparing animals and instruments for surgery. Sterilize equipment and clean examination tables and rooms. Administering medications, vaccines and treatments. Providing emergency first aid or general nursing care. Observing and reporting on the behavior and condition of animals. Restraining animals for examination or treatment. Administering anesthesia and assisting during medical procedures. Assisting veterinarian. Perform diagnostic test and x-rays. Exceptional customer service. Ensure documentation is accurate and complete. 18 or older. High School Diploma. Veterinary Assistant Certificate.

**Go to: <https://www.indeed.com/viewjob?jk=71ba1fa15f3aca5f>**

#### DENTAL ASSISTANT

Dental office in Torrance – Torrance. P/T. \$16 - \$19/hr. Oral Surgery Assistant. Join our friendly, energetic, professional team. Duties include assisting with oral surgery procedures, knowledge of implant setup, cleaning and sterilizing instruments. Assisting front office when needed, must have great communications skills, and comfortable with talking on the phone professionally and friendly to patients and referring doctors.

**Go to: <https://www.indeed.com/viewjob?cmp=Dental-office-in-Torrance&t=Dental+Assistant&jk=1bc55e27c644bd59>**

#### PHARMACY CLERK

Carson Pharmacy – Torrance. P/T. \$14 - \$15/hr. Provide excellent customer service with a smile, great communication. Able to be trained with basic computer skills. Able to handle the POS, and cash accurately. Honesty and integrity. Able to communicate over the phone. Bring a great attitude to work each and every day. Leave all drama and negativity at the door. Tagalog speaker a plus. Willing to help with local deliveries a big plus.

**Go to: <https://www.indeed.com/viewjob?jk=6ad6fcdf1b5a9229>**

#### FRONT DESK RECEPTIONIST

West County Medical Corp. - Long Beach. P/T, weekend receptionist to work 4 hours on Saturday and 4 hours on Sunday. \$13.25 - \$13.50/hr. Excellent communication skills and operates in a cheerful, calm, and friendly manner. Answer phones and greet patients. Under the supervision of the office manager, the receptionist will help manage paperwork, filing

**Go to: <https://www.indeed.com/viewjob?cmp=West-County-Medical-Corp.&t=Front+Desk+Receptionist&jk=33d68f8bfc4f1de3>**

#### VETERINARY ASSISTANT

VCA Animal Hospitals - Long Beach. Be a believer in the possibilities of high quality veterinary medicine and patient care—with the expertise and technical know-how to make them happen. Support our Doctors and Technician team by creating a positive, low-stress atmosphere for our clients and patients. Maintain medical records. Prepare surgical suite and surgical patients. Fill prescriptions. Perform laboratory work and diagnostic imaging. Provide compassionate care and a home away from home for boarded and hospitalized pets.

**Go to: [https://vca.wd1.myworkdayjobs.com/Careers/job/Long-Beach-CA/Veterinary-Assistant\\_R-30795](https://vca.wd1.myworkdayjobs.com/Careers/job/Long-Beach-CA/Veterinary-Assistant_R-30795)**

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