

New Jobs (Last 10 Days)

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Wednesday, November 15, Count **22**

Job ID	City	ZIP	Position	Wage	Type
BUSINESS/CLERICAL					
27734	San Diego	92121-	Temporary Reimbursement Specialist	\$20hr	Off-Campus
Company Name: GenomeDx Biosciences					

GenomeDx Biosciences is a dynamic entrepreneurial molecular diagnostics company focused on cancer genomics. Whether on the phone with patients, or in the cloud with big data, our innovators are working hard to give back to the patient what cancer takes away: information for life. We are currently seeking a dynamic Temporary Reimbursement Specialist with a deep understanding of reimbursement to join our team in San Diego for a 3-6 month assignment. Job Summary: Verifying insurance/recipient eligibility, billing and follow-up on claims to Medicare, Medicaid and Private Insurer Payers. Researching and responding to Medicare, Medicaid and other Payer inquiries regarding billing issues and insurance updates. Reviewing unpaid and/or denied claims, appeals and follow-up on accounts to zero status. Reviewing and interpreting explanation of benefits to determine contractual allowance. Researching accounts and resolving deficiencies. Calling insurance companies regarding outstanding accounts and utilizing payor websites to check claim status. Reviewing and submitting accurate claims, resubmissions and claim review forms. Researching and monitoring specific billing issues, trends and potential risks based on current research and customer feedback. Answering all patient/ doctor/ hospital/ lab/ insurance company phone calls regarding accounts, and taking appropriate action. Required Skills:: 2-year degree from an Accredited Medical Billing School. 2-3yrs of billing and claims follow up experience Experience with Xifin strongly prefd exp w/commercial payors Familiarity with CMS 1500 claim form Web Link to Job Announcement: <http://genomedx.applytojob.com/apply/X8u1bE9ti5/Reimbursement-Specialist-Temporary>

Job ID	City	ZIP	Position	Wage	Type
27745	Carlsbad	92008-	Full-Time Legal Admin-Assistant Remote Position Needed Now	\$17hr	Off-Campus
Company Name: AC Howard Law					

Job Summary: This position is two parts administrative work and one part networking and sales. Day to day, you will handle legal secretarial work from home and attend weekly meetings with managing attorney in Carlsbad Village. Month by month, you will also attend networking groups in San Diego and each year I will pay for you to travel to LGBTQ pride festivals and surrogacy conferences throughout the state. A person who needs independence, does not want to work in a traditional office environment and who likes taking initiative with marketing (when down-time permits) would be a wonderful fit. To apply: Please submit your resume as a PDF document and attach it by email at anna@achowardlaw.com with your full name and "CANDIDATE FOR JOB" in the subject line. Please cut and paste the following questions (with your replies typed in) into the body of your email:

1. What is your comfort level with Microsoft Word, auto-populating documents, and setting appointments for attorney via Google calendar (select one - expert, comfortable, haven't done much but happy to learn more, or utterly intimidated)
2. What is your comfort level answering a business line programmed into your cell phone Mon-Friday 9:30-4:30pm (select one - sounds great, sounds a little scary but you feel you could get used to it, sounds barely tolerable, or you would ask not to do this)
3. What is your comfort level with helping the firm double in volume in the next few years (select one - sounds great, sounds a little scary but you feel you could get used to it, sounds barely tolerable, or this might be a deal-breaker for you)
4. Describe where you would do most of your remote work: (select one – at a home-office or dedicated work desk, a local coffee shop, or anywhere with a WiFi connection)
5. In one sentence, have you had any experience working with vulnerable populations such as infertile adults, parents in custody battles, or same-sex couples from countries that do not permit them to have a child via surrogate?
6. In one sentence, how do you plan to bring a friendly and caring tone to the position?
7. In one sentence, what interests you most about attending local networking groups and annual conferences, working remotely?
8. In one sentence, what you peaked your interest most about the law firm website?

27740	Escondido	92029-	Recruiting Coordinator	\$13-15h	Off-Campus
Company Name: Aacres LLC					

Job Summary: Mentor individual in learning basic living skills, adapting to the community environment and establishing supportive relationships within the community. - Assist individual in areas of personal care, home management, meal planning, shopping and health maintenance. - Provide Positive Behavioral Support in community involvement Interact with family members, case managers and the public in a positive, professional manner - Transport and meet persons supported at various community locations - Maintain Individual Plans and satisfy all reporting requirements - Promote and practice teamwork through respectful interactions with other staff. Qualifications: At least 18 years of age - High School Diploma or GED - A valid driver's license with reliable transportation highly desired - Ability to satisfy a background check - A strong desire to enrich lives and the ability to train and foster skills development with participants - Ability to lift and maneuver up to 50 pounds - Willingness to work a flexible, non-traditional schedule Benefits - Fully Paid Training - Competitive Benefits Package: Medical, Dental, Vision, Life Insurance, and 401K plan - Paid time off (PTO). To apply: email your resume or apply online.

CUSTOMER SVC

Job ID	City	ZIP	Position	Wage	Type
27728	San Diego		Health Screener		Off-Campus

Company Name: Quest Diagnostics

Job Summary: As an employee, we will contact you by email whenever we have an event in your area to see if you are interested & available to work. When you are assigned to the event, you'll be contacted by an Event Staffing Specialist who will provide you w/all the details. All necessary supplies are provided by Quest Diagnostics. Our Health/Wellness events are usually scheduled during the day Mon-Fri., & can last from 4-8hrs, depending on our client's needs. Wellness events typically include finger-stick blood screenings for glucose & cholesterol, manual blood pressure checks, body fat analysis, height/weight measurements, waist circumference measurements, bone density screenings & health coaching/ education regarding the results. Requirements: Current nursing license or other appropriate medical certification. Proficient w/finger sticks & manual blood pressure. Nurses must have previous flu shot exp. Excellent communication skills. A professional appearance & demeanor. Some availability during business hours is reqd. Must be interested in per-diem contract work. Additional Information: This is PER DIEM (about 10-20hrs/wk), not full time. Most events take place T-TH during the daytime business hours. You must have some availability during those times. To apply: email your resume.

27746	Chula Vista	91910-	CUSTOMER SERVICE ASSOCIATE	\$10.50+	Off-Campus
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Company Name: A&P Cleaners

Job Summary: Receive items from customers and mark them with codes or names. Inspect articles for stains and fabrics that require special care Sort articles to be cleaned by fabric type, color, and cleaning technique Remove, sort, and hang clothing and other articles after they are removed from the machines Provide high quality customer service Required Skills: Detail oriented. Stamina. How to Apply: Apply in Person, Call for Appointment, and/or Email Resume.

EDUCATION

27726	San Diego	92121-	Assistant Teacher - Classroom and Aftercare	\$11.50-	Off-Campus
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Company Name: Kinderhouse Montessori School

Total Hours Per Week: 30 to 35. Job Summary: We are looking for a caring, capable, compassionate, hardworking, responsible person to work with our children as an Assistant. Kinderhouse Montessori school offers education to children between the ages of 18 months and 12 years. Long term employee is needed to work in a fast paced school who is eager to learn and capable of positive communication, hard work with tremendous patience for our children. Requirements: 15 ECE units - (Infant Toddler, Child Development, Nutrition and Health, Curriculum planning, Family/Community) CPR and First Aid Fingerprints - cleared Physician's form Completed to meet DSS standards. Immunizations Reliable Transportation. 6 months of experience working with children is necessary. Additional Information: Hours: Part time - 8:15 am to 12:30pm/ Full time - 8:15am to 4:30pm/ Substitute Teachers needed. To apply: apply in person, email your resume, fax your resume and/or call for an appointment.

Job ID	City	ZIP	Position	Wage	Type
27599	San Diego	92126-	YOUTH PROGRAM ASSISTANT	\$12.50	Off-Campus

Company Name: Harmonium

P/ .0-34 hrs/wk. Job Duties & Skills: Our Program Assistant perform the overall administration of the Children’s Center under the direct supervision of the Site Director. Supervision of children & center are upkeep are primary responsibilities of this position. They lead the on site team when the Site Director is not present. Program Assistants are responsible for supporting the healthy social/emotional development of children enrolled in the program in line with Early Childhood Development best practices. This includes using behavioral reinforcement programs, behavioral strategies to address problematic behavior & strength based approaches. Great opportunity to develop leadership & administration skills. For additional information, required skills and qualifications, etc, please visit website. How to apply: Apply on line.

27733	Chula Vista	91913-	Assistant Instructor/Tutor	\$11-13	Off-Campus
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Company Name: Kumon Math & Reading Center

Total Hours Per Week: Minimum 15. Pay Rate/Wages: \$11-\$13 starting. Job Summary: Be able to tutor in math and reading. Be willing clean the center after class. Be able to grade worksheets. Required Skills: Employee must be good with children. Know at least Algebra level math..Additional Information: Work schedule is flexible. To apply: email your resume.

27743	San Diego	92123-	Center Supervisor (Preschool)	DOE	Off-Campus
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Company Name: SAY San Diego (Social Advocates for Youth)

SAY San Diego is currently looking for a CENTER SUPERVISOR to join our team to implement an innovative Preschool Program at Cadman Elementary School in the Clairemont area of San Diego. Responsibilities include but are not limited to Teaching, supervising and implementing the educational school readiness experiences for children. This is more than a “job” we are looking for staff that has the desire to provide a safe, fun, and educational environment for children ages 3-5 yrs old. This is a 40 hour/week position with great benefits (while school is in session). QUALIFICATIONS: *12 core semester units in early childhood education/development *3 units in Administration or Staff Relations *4 years teaching experience in a supervised group Child Care Center.ALTERNATIVE QUALIFICATIONS: Degree in Child Development, 3 units Administration and 2 years teaching experience OR Bachelor's Degree in Child Development, 3 units Administration and 1 year teaching experience OR Child Development Site Supervisor Permit or Program Director Permit. Pay wage: \$18.70 - \$22.75 (DOE). Visit <https://www.saysandiego.org/about/employment/> for more information. Apply Online Today at <http://bit.ly/2aGkVTQ> and see why we all love SAY! Apply to Requisition ID#1092. (NO PHONE CALLS PLEASE AND EMAILED RESUMES WILL NOT BE ACCEPTED)

FINANCE

Job ID	City	ZIP	Position	Wage	Type
27735	San Diego		Financial Services Professional		Off-Campus

Company Name: New York Life

Attention Veterans and All Job Seekers! Pay Rate/Wages: Commission+Bonus. Total Hours Per Week: 25-30. Work Schedule: Monday's and Fridays. Job Summary: Sales and Marketing of financial products to individuals, companies, families in California. Required Skills: Career minded individuals who aspire to have their own business in the future. We have a extensive training program that prepares the qualified candidate for a sustainable financial services practice.

Skill sets include:

- Good work ethic
- Good communication skills
- Bi lingual speaker is a plus
- Some sales experience but not mandatory
- Tenacity
- Ability to grasp financial concepts

How to Apply: Call for Appointment and/or email your resume.

FOOD SVC

27739	Jamul	91935-	Bartender	\$10hr	Off-Campus
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Company Name: Hollywood Casino Jamul - San Diego

Part/Full Time positions available. Job Summary: Provide friendly, fast, and helpful customer service, through the consistent practice and delivery of Marquee Customer Service to all guests and team members. Monitor guest consumption of alcohol and intervenes as needed according to guidelines.

Maintain par levels of operating supplies and equipment for each bar obtaining replacement stock from warehouse inventory. Place liquor, fruit, and bar supplies in their designated places following established storage guidelines and safety procedures. Replace empty beer kegs. Ensure that garnish items are adequately prepared and stocked. Fills ice bins with crushed or cubed ice from designated ice machines. Operate and maintain all equipment and utensils as required in accordance with established guidelines and safety procedures. Remove and properly dispose of debris accumulated at the bar in accordance with department procedures. Other duties as assigned. Required: High school diploma or equivalent. Excellent customer service/communication skills. Available to work required schedule which may include nights, weekends, holidays and overtime as needed Must be able to acquire and maintain appropriate gaming license. Ability to earn and maintain TiPS certification. Ability to earn and maintain a current. Food Handlers Card. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 21 years of age. To apply: online or email your resume.

Job ID	City	ZIP	Position	Wage	Type
27742	Lemon Grove	91945-	FOOD PREP	TBD	Off-Campus

Company Name: Optimum Health Institute

We are seeking a person who has experience preparing raw food meals and providing exceptional customer service, to join our Kitchen team as a Food Preparation Worker II. As a Food Preparation Worker II, you will prepare and present 100% certified organic, raw, vegan food, prepare fermented and dehydrated food items, assist with setup and clean-up for program classes, and maintain a high level of cleanliness in the kitchen, dining room and wheatgrass juicing rooms. This is an excellent opportunity for someone who has strong teamwork skills and wants to work in a faith-based environment. Candidates for this position must demonstrate a high-degree of skill regarding food preparation, growing greens, sprouts, and wheatgrass, being safety conscious, detail oriented, and the ability to follow departmental processes and procedures. You will also be responsible for ensuring all areas within your control are in adherence with our body, mind and spiritual program. Requirments: Requirements: HS Diploma or GED or equivalent combination of education and experience. Minimum of two years' experience in raw food preparation in restaurant or food service and experience in kitchen operations. Experience with kitchen procedures, handling of equipment, and knowledge of Health Department regulations. Industry Specific Experience- Prefer hotel and restaurant experience. Food Handler's Certification and a valid Driver's License. Ability to often lift up to 10 pounds, frequently lift up to 25 pounds and occasionally lift up to 50lbs. To apply: online.

HEALTH

27741	San Diego	92101-	CAREGIVER		Off-Campus
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Company Name: Windward Life Care

Now Hiring Caregivers, Home Care Aides to Join our Team! We are actively hiring for Day and Evening Shifts in North County Coastal Areas. Essential Duties: Bathing, Dressing, Toileting, Transferring, Assisting with walking, Light Housekeeping, Meal Preparation, Companionship, Errands & Appointments, Medication Reminders, Managing Dementia and Alzheimer's Related Behaviors. Requirements: One year of elder care giving experience or CNA license or nursing related field Comfortable driving client in own reliable, fully insured vehicle Experience working with clients with Alzheimer's and Dementia Ability to lift, push or pull up to 40 lbs Ability to appropriately communicate in English, both written & spoken Ability to pass Home Care Services Bureau Live Scan background check and be free of TB-- we will assist you in the application and LiveScan process!! Apply TODAY, Interviews are being conducted DAILY!

MISC

27738	San Diego	92103-	Ace Parking Careers		Off-Campus
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Company Name: Ace Parking Management

Welcome to Ace Parking Careers, a starting place for limitless opportunities and growth. When you begin a career at Ace Parking, you join a family of passionate individuals who understand that success stems from belief in a common goal – delivering the highest possible level of service. Any time. Any way. To do so, our focus must be on recruiting and retaining the best and the brightest. Whether you choose an opportunity in operations, finance, marketing, or technology, you will find that Ace Parking offers a range of challenging and rewarding careers in an open, diverse, and supportive work environment. Please visit our website to view current openings and apply with us today! EOE.

Job ID	City	ZIP	Position	Wage	Type
27727	Lemon Grove	91945-	Classified Employees		Off-Campus

Company Name: Lemon Grove School District

Pay Rate/Wages: \$12.43 - \$14.39 per hour. We are hiring for part time and substitute/on call positions! *Instructional Aides (Classroom Paraprofessionals) *Before and After School Program Attendants (early morning/ or late afternoon shifts available) *Cafeteria Playground Assistants *Special Ed. Classroom Aides. You can apply for a part time position, or apply to be a substitute and work the schedule that fits your college schedule! Or both! Applications must be submitted online through EdJoin. You may need to take our assessment exam if you do not have 48 units. We can schedule this after you apply. Email us with any questions. Additional Information: All applications will require the following: *Resume *Proof of High School Graduation * 2 Letters of Professional Recommendation.

RETAIL

27744	Alpine	91901-	Seasonal Sales Associate	\$12hr	Off-Campus
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Company Name: Coach

Coach was founded in 1941 as a family-run workshop, and today is a leading New York design house of modern luxury accessories and lifestyle collections. We attribute the prominence of the Coach brand to the unique combination of our original American attitude and design, our heritage of fine leather goods/custom fabrics, our superior product quality, & our commitment to the customer exp. At Coach, we bring together strong, collaborative people in a culture of mutual respect, support, accountability, passion for the brand & product. Our goal is to offer an inspirational and modern workplace that allows for exceptional talent to thrive. Total Hours Per Week: 20-35. We are currently seeking Seasonal Sales Associate to work at our Viejas Outlet Center store in Alpine, CA. Required: Fosters a store environment that delivers renowned and authentic service to create a Modern Luxury customer experience Develops product knowledge skills and remains aware of current collections that are in-store and on-line; cascades and trains information to the broader team Achieves and exceeds goals through sales strategies, clienteling, sourcing new customers and maintaining and building productive long-term relationships w/existing customers Supports an environment of teamwork, trust and collaboration with peers, customers and supervisors Stays current w/market competition, industry, fashion trends and customer shopping behaviors. Additional Information: At least 1 year of previous selling experience in a luxury retail service environment preferable. Possess current knowledge of fashion trends and competition in the marketplace. HS diploma or equivalent; college degree preferred Proficient with MS Office (Microsoft Word, Excel, PowerPoint and Outlook). Experience using retail systems (i.e. labor management, inventory systems, sales reporting, etc.) Ability to communicate effectively with customers and team (both oral and written), maneuver sales floor and meet moderate stockroom lifting and store climbing requirements Ability to work a flexible schedule to meet the needs of the business, including nights, weekends and holidays. How to Apply: Apply in Person and/or Email Resume.

SALES

27725	Chula Vista	91910-3	SALES PERSON	\$10.50h	Off-Campus
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Company Name: Medicis Communications San Diego

Part-time; 20 hours a week. Job Summary: HISPANIC INTEGRATED MARKETING FIRM. Needs someone who love marketing, advertising, SALES.... Join us if you are responsible, punctual, enthusiastic, USA legal resident, 100 bilingue (English/Spanish) and have some experience and car.....Send your resumé asap if you have these qualifications. Requirements: Sales abilities 100% bilingue USA legal resident Car Responsible, enthusiastic, professional.

Job ID	City	ZIP	Position	Wage	Type
SOCIAL SVC					

27730	San Diego	92110-	Housing Navigator	TBD	Off-Campus
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Company Name: Veterans Village of San Diego

Job Summary: You will conduct initial and ongoing assessment of client needs and progress. You'll work with clients to get them housing ready such as obtaining documents, ID and income verification. Works with providers through the Coordinated Entry System (CES) to ensure clients are connected to the appropriate housing resources. You'll maintain complete client records in accordance with agency and best practice standards. Conduct regular case management meetings. Perform crisis intervention. You will review weekly assigned case files. Refer clients, as appropriate to their individual needs, to outside resources (e.g. medical, dental, mental health, legal social services, veterans' benefits, etc.) Interface with other staff as appropriate regarding client needs & progress. You'll maintain all reqd. documentation in HMIS database. Other duties as assigned. Required: Basic understanding of the military and the Veterans Administration. BA Degree in Human Services, Social Work, or related field. Minimum of 6 months of paid case management experience in Human Services, Social Work or related field. Prefer prior experience working with homeless population. Working knowledge of HMIS database, or similar database - Knowledge of Housing First approach. Fluently read, write, and communicate in English. Perform all aspects of the job comfortably, both mentally, and physically, and other duties as assigned by your supervisor. Must be able to sit comfortably for long periods of time. Valid California driver license and up to date vehicle insurance. Veteran status a Plus! To apply: email or fax resume.

27729	San Diego	92110-	Shelter Coordinator/Case Manager	TBD	Off-Campus
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Company Name: Veterans Village of San Diego

Job Summary: As an integral part of the team, you will report to the Lead Shelter Coordinator & collaborate closely w/other key members of the Shelter team. You'll: perform intake interviews, assessments, refer clients to appropriate community resources as needed, document individual case management sessions w/assigned clients, enforce the rules/ regulations of the shelter prgm to ensure safety for both our residents and our employees, confer w/the Lead Shelter Coordinator to resolve participant complaints, if any, keep track if our impact by adding client data into local Homeless Mgmt Information System database. Other duties as assigned by supervisor. You should remain current in the field of service provided the program (veterans' services & homeless services) through self-initiated avenues, as appropriate. Required: BA Degree in HR, related field, or equivalent exp reqd. Basic understanding of the military and/or the Veterans Administration. Previous exp working w/homeless individuals. Understanding of causes of homelessness. Fluently read, write & communicate in English. Work within a diverse population. Ability to lift 15lbs or more, pass background check & drug screen, to comfortably (mentally + physically), perform all aspects of job description and other duties as assigned by supervisor. Have reliable transportation. To apply: email and/or fax your resume. More information: <http://vvsd.net/wp-content/uploads/2017/10/Job-Posting-for-Shelter-Coordinator.pdf>.

Job ID	City	ZIP	Position	Wage	Type
27439	San Diego		Behavior Interventionist	\$15.50h	Off-Campus

Company Name: Autism Interventions and Resources, Inc.

Position is approx. 10-35hrs/wk w/ potential for more depending upon our need. Seeking motivated, dependable & energetic individuals to provide 1:1 behavior services (ABA) to children w/Autism Spectrum and other developmental disabilities/disorders. Behavior Interventionists are assigned to multiple client teams and maintain a set wklly schedule w/them. Services are provided in home, school, and community settings depending upon client need and funding. Interventionists follow the curriculum for each client as designed by their Case Supervisor, who manages each case. AIR provides training. Requirements: HS diploma, negative drug and TB tests, clean DMV and criminal record, exp w/children in related fields prefd, min 1yr commitment, available to work wk days from 2-8pm and wknds; some driving is also reqd and compd. To apply mail/email resume.

26699	San Diego	92123-	Child and Youth Development positions	TBD	Off-Campus
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Company Name: YMCA of San Diego County

DISCOVER YOUR PASSION! The YMCA of San Diego County is NOW HIRING for our Child & Youth Development Programs! Make an Impact in the lives of kids each and every day in a fun and supportive environment Available Positions Include:

- Youth Development Aide
- Youth Development Teacher
- Site Supervisors
- Youth Leader – Expanded Learning Programs
- Preschool Teachers

Interested? Speak with one of our recruiters today!

27732	Carlsbad		Bilingual Resource Counselor		Off-Campus
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Company Name: Community Interface Services

Pay Rate/Wages: \$13.25-\$15.75 per/hour. Total Hours Per Week: 30-35. Community Interface Services is hiring enthusiastic, creative, organized staff to provide top notch community based services for adults with developmental disabilities. Work one on one with people needing support in independent living, employment and community integration. Support clients in a variety of settings; their workplace, volunteer sites, social activities, sporting events, college classes, out in their community, or at their home. Truly make a difference in the lives of others every day and feel fulfilled in your career! Required Skills:The ideal candidate will have a genuine interest in helping others, relevant experience or education, a vehicle in good working condition, a safe driving record and a reliable work history. CA Driver's License, Auto Insurance, TB Test, Fingerprinting, Drug Screen, and Background Check required upon hire. Full time position with excellent benefits and extensive paid training available immediately in the South Bay, Chula Vista and National City area. Pay ranges from \$13.75-\$15.75/hour and mileage driven during work hours is reimbursed at 53.5 cents/mile. Spanish speaker required. To apply: online. EOE.