

Job Posting: Health & Wellness Assistant

Berkshire Hills Music Academy

Position: Full Time

About Us:

Berkshire Hills Music Academy (BHMA), a residential and day program serving adults with intellectual and developmental disabilities has an immediate opening for an assistant in the Health & Wellness Department. Under the supervision of the Director of Health and Wellness, the assistant will have a wide range of responsibilities all related to health and wellness concerns.

Responsibilities:

The successful candidate must:

- Be MAP certified
- Have a valid driver's license
- Pass a CORI/fingerprint background check
- Have CPR and First Aid certification or be willing to take these trainings

Responsibilities may include, but are not limited, to the following items:

- Attend scheduled medical appointments with residents
- Urgent Care appointments
- Purchase OTC medications
- Facilitate Telehealth appointments
- Work collaboratively with the Health & Wellness team to ensure needs of individuals are met
- Attend mandatory staff trainings
- Oversee Petty Cash
- Oversee and restock med room

Job Type: Full-time

Expected hours: 30 per week

Benefits:

- 403(b) matching
- Flexible schedule

- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid time off

Schedule:

- Monday to Friday