

Thank you to Bryndie Fogel and Muti Salamon for the following job openings:

### **Client Outreach Specialist –**

#### **Lakewood, NJ – LBAPS**

Location: Lakewood, NJ

Salary: \$50,000–\$70,000/year + commission

Employment Type: Full-Time, On-site

Contact: [resumes@LBAPS.com](mailto:resumes@LBAPS.com)

#### **Position Overview:**

This role focuses on building strong local client relationships and supporting service consultations and follow-ups.

#### **Key Responsibilities:**

- Develop and maintain client relationships
- Conduct consultations and explain services
- Maintain accurate CRM records
- Collaborate with staff to ensure excellent client experience

#### **Requirements:**

- Bachelor's degree or equivalent experience
  - Strong interpersonal and communication skills
  - Self-motivated and goal-oriented
  - ABA or behavioral health knowledge preferred
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### **Medical Records Specialist – Billing &**

#### **Authorizations Support**

#### **LBAPS**

Location: Brooklyn, NY

Employment Type: Full-Time, On-site

Salary: \$27–\$38 per hour

Contact: [resumes@LBAPS.com](mailto:resumes@LBAPS.com)

#### **Position Overview**

LBAPS is seeking a detail-oriented **Medical Records Specialist** to support our **Billing and Authorization** teams by ensuring clinical documentation is accurate, complete, and audit-ready. This role plays a critical part in authorization approvals, claims processing, and payer compliance by maintaining high-quality medical records that meet insurance and regulatory standards.

This position is ideal for a highly organized professional with experience reviewing clinical documentation in a fast-paced healthcare environment.

### **Key Responsibilities**

- Review clinical and medical records for accuracy, completeness, and payer compliance
- Validate documentation required for authorizations, reauthorizations, prepayment reviews, and claims submissions
- Identify missing, incomplete, or non-compliant documentation and coordinate corrections with clinical staff
- Prepare medical records for insurance submissions, audits, and payer reviews
- Maintain organized and up-to-date electronic medical records (EMR/EHR systems)
- Track documentation deadlines related to billing and authorization timelines
- Collaborate closely with Billing, Authorization, and Compliance teams to reduce claim denials and delays
- Ensure full HIPAA compliance and confidentiality of patient records

### **Qualifications**

- Previous experience in medical records, healthcare documentation, billing support, or authorization support preferred
  - Understanding of clinical documentation requirements for insurance billing and authorizations preferred
  - Exceptional attention to detail with the ability to review high volumes of records accurately
  - Familiarity with EMR/EHR systems and healthcare documentation workflows preferred
  - Experience with behavioral health, ABA, or therapy documentation a plus
  - Strong organizational, communication, and follow-up skills
  - Proficiency in Microsoft Office and healthcare record management systems
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**Occupational Therapist –**

**Midwood – LBAPS**

**Location:** Midwood, Brooklyn, NY

**Salary:** \$65,000–\$100,000/year

**Contact:** [resumes@LBAPS.com](mailto:resumes@LBAPS.com)

**Employment:** Full-Time, On-site

**Roles & Responsibilities:**

- Provide individualized OT services to children with developmental delays or disabilities.
- Assess motor skills, sensory processing, and daily living abilities.
- Develop treatment plans and monitor progress.
- Collaborate with families, teachers, and therapists to support overall development.

**Requirements:**

- Licensed Occupational Therapist (OT).
  - Experience working with pediatric populations preferred.
  - Knowledge of sensory integration, fine/gross motor development, and ABA collaboration.
  - Strong communication, observation, and organizational skills.
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**Board-Certified Behavior**

**Analyst (BCBA) – LBAPS**

Location: NYC & Tri-State Area

Salary: \$100–\$120/hour

Employment Type: Full-Time, On-site

Contact: [resumes@LBAPS.com](mailto:resumes@LBAPS.com)

**Position Overview:**

The BCBA develops and supervises individualized ABA programs while supporting staff and families.

**Key Responsibilities:**

- Develop and supervise ABA treatment programs

- Conduct assessments and monitor progress
- Train and supervise paraprofessionals
- Collaborate with families and multidisciplinary teams

**Requirements:**

- Current BCBA certification
- Experience designing ABA programs
- Strong leadership and data analysis skills
- Willingness to travel within the assigned region

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**Client Outreach Specialist – LBAPS**

Location: Brooklyn & Manhattan, NY

Salary: \$50,000–\$70,000/year + commission

Employment Type: Full-Time, On-site

Contact: [resumes@LBAPS.com](mailto:resumes@LBAPS.com)

**Position Overview:**

The Client Outreach Specialist builds relationships with prospective clients, supports onboarding, and drives engagement through consultations and follow-ups.

**Key Responsibilities:**

- Build relationships with prospective clients
- Schedule consultations and explain services
- Maintain CRM records and follow up with leads
- Collaborate with internal teams to support client needs

**Requirements:**

- Bachelor's degree or equivalent experience in sales or client relations
- Strong communication and interpersonal skills
- Ability to work independently and meet targets
- Healthcare or ABA experience preferred

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Thank you to Menachem Fischer for the following job openings:

## Online Engagement Specialist

### Job Description

Aish has hundreds of thousands of daily readers engaging with its website and social media platforms. We're looking to expand our team of **Online Engagement Specialists**.

**Work Scope:** 3-4 hours a day Sunday-Thursday.  
Mid-afternoon through evening Israel Standard Time / Late morning - early afternoon NY Time EST.

### Attached the full Job Description

<https://about.aish.com/jobs/online-engagement-specialist/>

If interested, please send your CV to [TBroker@aish.com](mailto:TBroker@aish.com) and indicate **the position in the subject line**.

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### Payroll Assistant – LBAPS

 Brooklyn, NY | Full-Time, On-site  
 \$29–\$39/hour

LBAPS is hiring a detail-oriented Payroll Assistant to support bi-weekly payroll for a growing multi-state team.

#### Responsibilities:

- Assist with payroll processing
- Review timesheets and payroll data
- Resolve payroll questions and discrepancies • Maintain accurate payroll records • Work with HR, Finance, and Operations

#### Requirements:

- Payroll, HR, or accounting experience
- Strong attention to detail
- Familiarity with payroll systems & Excel

 Send resumes to [Resumes@LBAPS.com](mailto:Resumes@LBAPS.com)

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### \*ABA Para (RBT)\*

Location: Crown Heights - Bais Rivkah

- Work 1:1 with students
- implementing ABA programs under BCBA supervision
- No degree required

- training provided

\$25–\$35/hr

Flexible school hours

[resumes@LBAPS.com](mailto:resumes@LBAPS.com)

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**Crown Heights company is looking for a  
Full Time Purchasing Assistant**

- Basic Computer Knowledge
- Good Communication Skills
- Data Entry
- Organized and Responsible

Full Time: 8am - 5pm

**Male or Female**

Salary: \$25 - \$30 an hour

*e-mail:* [resumes@staffconnectny.com](mailto:resumes@staffconnectny.com)

*text:* 347-471-1789

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**AP & Cash Management Manager**

\*Location\*: Five Towns, NY

\*Salary\*: \$150K - \$200K/Year + DOE

A growing healthcare finance organization is seeking an experienced Accounts Payable & Cash Management Manager with a strong background in Skilled Nursing Facilities (SNF) and Assisted Living Facilities (ALF).

✉ [Chaya@bhirednyc.com](mailto:Chaya@bhirednyc.com)

☎ <https://wa.me/13474550805>

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**Senior Graphic Designer (\$100k-150k DOE)**

**Location:** Brooklyn, NY (On-site)

**Shomer Shabbat–Friendly Workplace**

We are recruiting for a **Senior Graphic Designer** to join a growing, creative team at an on-site Brooklyn-based company. This role is ideal for a seasoned designer who brings strong visual instincts, leadership-level execution, and the ability to translate brand vision into compelling creative across multiple channels.

**What You'll Do:**

- Lead design execution across digital, print, and branding initiatives
- Own creative concepts from idea through final delivery
- Collaborate closely with marketing, leadership, and external partners
- Maintain brand consistency while elevating visual identity
- Mentor or guide junior designers as needed

### What We're Looking For:

- Proven experience as a Senior Graphic Designer or equivalent
- Strong portfolio showcasing branding, layout, and visual storytelling
- Expertise in Adobe Creative Suite and modern design tools
- Detail-oriented, deadline-driven, and highly collaborative
- Comfortable working on-site in a fast-paced environment

### To Apply:

Please email your **resume** and **portfolio link** with the subject line “**Senior Graphic Designer**” to:

 [eve@blackbirdrecruiting.com](mailto:eve@blackbirdrecruiting.com)

This is an **on-site role in Brooklyn, NY** at a **Shomer Shabbat–friendly company**.

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- **Senior Payroll Specialist\***
  - 💰 \*\$130K\*
  - 📁 \*Chester, NY | Full-time\*
  - 
  - A payroll company is looking for a highly knowledgeable payroll professional. Join a collaborative, supportive team where your expertise directly impacts clients and internal operations. You'll have the opportunity to become the go-to expert in payroll and UKG Ready, work with a variety of complex payroll scenarios, and grow professionally in a role that values your knowledge, attention to detail, and problem-solving skills.
  - Extensive hands-on payroll experience required.
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  - \*Reach out for details:\* <https://wa.me/18454228098>
  - 
  - \*Send your resume\* :
  -  [Rblackstein@hiresolutionsny.com](mailto:Rblackstein@hiresolutionsny.com)
  -  845-422-8098 Ext. 109
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Seeking part-time, remote, highly motivated college student for 3-4 hours of work a week as an unpaid intern for the remainder of the academic year. Work will likely include summarizing financial articles and research pieces for client consumption. Candidate must have a strong interest in finance, read the Wall Street Journal and understand basic capital markets topics.

Please send relevant cvs to: [david@centralpinecapital.com](mailto:david@centralpinecapital.com)

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Jewish National Fund-USA seeks a **Marketing Specialist** to develop plans that will best market and recruit for events across the country.

Marketing Specialist, Events

Jewish National Fund

New York, NY

<https://www.jewishjobs.com/job/2rjk25>

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\*Job Title:\* **Secretary/Coordinator**

\*Location:\* Monsey

\*Salary:\* \$25–\$30/hour

\*Description:\*

A professional insurance office is seeking a full-time Secretary/Coordinator to support daily operations. This role is ideal for a responsible and detail-oriented individual looking for a long-term position.

\*Responsibilities:\*

- Handle incoming and outgoing phone calls
- Complete insurance and legal applications
- Gather and organize medical information
- Coordinate with insurance carriers
- Process and complete policies

\*Qualifications:\*

- Responsible, reliable, and organized
- Strong computer skills
- Ability to multitask effectively
- Flexible with long-term commitment

\*Please send your resume to [Careers@StingStaffing.com](mailto:Careers@StingStaffing.com)\*

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**Subject: Litigation Paralegal - Cedarhurst, NY**

### **Litigation Paralegal**

Sophisticated law firm with offices in Long Island, Brooklyn and New Jersey with diverse practice groups including Litigation, Real Estate and Corporate is actively looking for a Litigation paralegal for its Cedarhurst office. Salary commensurate with experience.

### **Job Description:**

- Summarizing cases and preparing reports for attorneys
- Conducting research, investigating facts, and developing legal arguments

- Drafting legal documents such as contracts, depositions, and pleadings
- Preparing and filing documents with courts
- Organizing and archiving the documents related to completed and ongoing cases
- Keeping track of changes in legal framework and providing timely updates on these changes

**Qualifications:**

- Bachelor's degree
- 2 plus years' experience in related field

**Benefits:**

- Health Insurance
- 401K
- PTO
- Paid time off for holidays!

Job Type: Full-time

Salary range: \$70,000-\$110,000

Please email resume to [admin@jntllp.com](mailto:admin@jntllp.com). We look forward to hearing from you.

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**Executive Assistant**

**Location:** Cedarhurst, NY

**Salary:** \$50,000–\$75,000 (commensurate with experience)

Sophisticated law firm with offices in Long Island, Brooklyn, and New Jersey with diverse practice groups including Litigation, Real Estate and Corporate is seeking a full-time Executive Assistant to join our Cedarhurst office.

The ideal candidate is organized, detail-oriented, and proactive, with strong communication and multitasking skills. This is an excellent opportunity to join a collaborative and rewarding work environment that values professionalism and teamwork.

**We offer:**

1. Competitive salary based on experience
2. Excellent benefits package

Please email your resume to [admin@jntllp.com](mailto:admin@jntllp.com). We look forward to hearing from you.

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**Subject: Litigation Associate - Junior Level**

Sophisticated law firm with offices in Long Island, Brooklyn and New Jersey with diverse practice groups including Litigation, Real Estate and Corporate is actively recruiting junior-level associates (2-4 years' experience) for its Litigation practice group. Associates with experience in commercial litigation or bankruptcy should apply. The right candidate desires to continue his/her professional and financial success with a better work life balance and minimal commute. Come work with big firm trained lawyers from top law schools handling sophisticated large litigation matters in diverse industries. Our clients are institutional, private equity and high net worth entities and businesses that acquire, operate, finance, divest, develop, and lease real estate, healthcare, and financial assets across the US. Competitive market salary commensurate with experience. Salary range \$125,000-\$160,000. Please email resume to [admin@jntllp.com](mailto:admin@jntllp.com). We look forward to hearing from you!

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Sophisticated law firm with offices in Long Island, Brooklyn and New Jersey with diverse practice groups including Litigation, Real Estate and Corporate is actively recruiting mid-level associates (5+ years' experience) for its Litigation practice group. Associates with experience in commercial litigation or bankruptcy should apply. The right candidate desires to continue his/her professional and financial success with a better work life balance and minimal commute. Come work with big firm trained lawyers from top law schools handling sophisticated large litigation matters in diverse industries. Our clients are institutional, private equity and high net worth entities and businesses that acquire, operate, finance, divest, develop, and lease real estate, healthcare, and financial assets across the US. Competitive market salary commensurate with experience. Salary range \$180,000-\$270,000. Please email resume to [admin@jntllp.com](mailto:admin@jntllp.com). We look forward to hearing from you!

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**Home Care Agency in Crown Heights is looking for a Full Time Service Manager**

- Great Customer Service Skills
- Detail Oriented
- Computer Savvy
- **Associates Degree or BA Required**

Full Time: 9am - 5pm

**Male or Female**

Salary: 55-65K

*e-mail: [resumes@staffconnectny.com](mailto:resumes@staffconnectny.com)*

*text: 347-471-1789*

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Retail store employee needed at Hakerem Wines in Kew Gardens Hills.  
Please call  
347-224-5938

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**Frum Monsey area company is looking for a Full Time Bookkeeper**

- Experience in Quickbooks
- 1 year experience preferred
- Computer Savvy
- Motivated and Ambitious

Full Time: 9am - 5pm

**Female**

Salary: 50-60K

*e-mail: [resumes@staffconnectny.com](mailto:resumes@staffconnectny.com)*

*text: 347-471-1789*

View all current openings on: [www.StaffConnectNY.com](http://www.StaffConnectNY.com)

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**Medical Scribe – Pediatric Practice**

**Location:** Five Towns, NY

**Compensation:** \$25–\$28 per hour (based on experience)

**Job Type:** Full-Time / Part-Time (based on practice needs)

Position Overview

A busy and well-established **pediatric practice in the Five Towns area** is seeking an experienced and detail-oriented **Medical Scribe** to support its clinical providers. This role is ideal for someone comfortable in a fast-paced pediatric environment who can accurately document patient encounters and help maintain efficient clinical workflow.

The Medical Scribe will work closely with pediatric providers to ensure timely, accurate, and thorough medical documentation, allowing clinicians to focus on patient care.

Key Responsibilities

- Accurately document patient visits in real time during pediatric encounters
- Enter histories, exam findings, assessments, and treatment plans into the EHR
- Assist providers with chart completion and closing encounters efficiently
- Maintain strict confidentiality and HIPAA compliance
- Support overall clinic flow in a high-volume pediatric setting

Requirements

- Prior experience as a Medical Scribe preferred
- **Experience with eClinicalWorks (ECW) strongly preferred**
- Familiarity with pediatric terminology and workflows a plus
- Strong typing, documentation, and attention-to-detail skills

- Ability to work efficiently in a fast-paced clinical environment
- Professional, reliable, and team-oriented

#### What We Offer

- Competitive hourly compensation (\$25–\$28/hour)
- Opportunity to work in a respected, high-volume pediatric practice
- Supportive clinical team and structured environment
- Consistent schedule and stability

#### How to Apply

Interested candidates can send their resume or inquiries to [Info@medstaffgroup.net](mailto:Info@medstaffgroup.net).

#### **Women's Health Program Director – Telehealth (Fertility Services)**

**Location:** Boro Park, Brooklyn, NY

**Schedule:** Monday–Friday, 9:00 AM – 5:00 PM

**Compensation:** \$25–\$35 per hour (based on experience)

**Job Type:** Full-Time, On-Site

#### Position Overview

A growing women's health program in **Boro Park, Brooklyn** is seeking a compassionate and highly organized **Women's Health Program Director** to oversee and coordinate telehealth fertility services. This role is ideal for a candidate who is detail-oriented, patient-focused, and sensitive to women's health and fertility-related issues.

The Program Director will serve as the primary point of coordination between patients and telehealth fertility providers, ensuring smooth scheduling, follow-up, and insurance verification while maintaining a supportive and respectful patient experience.

#### Key Responsibilities

- Coordinate and schedule telehealth appointments with fertility and women's health providers
- Conduct follow-up calls with patients after telehealth visits
- Verify insurance coverage and assist with basic insurance-related questions
- Act as a liaison between patients and telehealth providers to ensure continuity of care
- Maintain accurate documentation and tracking of patient interactions
- Provide compassionate, discreet, and culturally sensitive communication around women's health and fertility concerns
- Support day-to-day administrative operations of the women's health program

#### Requirements

- Prior experience in healthcare coordination, program management, patient services, or medical administration

- Strong sensitivity and understanding of women's health and fertility-related issues
- Excellent communication and interpersonal skills
- Experience with insurance verification and patient follow-ups preferred
- Highly organized, reliable, and comfortable managing multiple patient interactions
- Ability to work on-site in a Boro Park office setting

#### What We Offer

- Stable weekday schedule (no evenings or weekends)
- Meaningful work supporting women's health and fertility care
- Supportive team environment
- Competitive hourly compensation based on experience

#### How to Apply

Interested candidates can send their resume or inquiries to [Info@medstaffgroup.net](mailto:Info@medstaffgroup.net).

- **Entry-Level Healthcare Recruiter – No Experience Required!**

**Location:** Brooklyn, NY 11218 (In-Office)

**Compensation:** \$35,000 – \$40,000 Base Salary + Commission

**Earning Potential:** \$120,000+ in Year One

**Job Type:** Full-Time Position Overview

Medstaff Group is seeking a driven and motivated **Entry-Level Recruiter** to join our growing healthcare recruitment team. This is a true **360-recruiter role**, combining recruiting and business development, and is ideal for someone with a strong sales background who is ready to work hard, learn fast, and build a high-income career.

No prior recruiting experience is required. We provide comprehensive training and hands-on mentorship to help you succeed.

#### What We Offer

- Comprehensive hands-on training in healthcare recruitment and sales
- Clear career growth and advancement opportunities
- Competitive base salary (\$35,000 – \$40,000)
- Aggressive commission structure with six-figure earning potential
- Supportive, fast-paced, and performance-driven team environment
- Full benefits package including health, dental, vision, life insurance, and 401(k)

#### Responsibilities

- **Recruiting:** Source, screen, and place healthcare professionals including Physicians, Advanced Practice Providers, Nurses, and allied health staff
- **Business Development:** Build and maintain client relationships, understand hiring needs, and provide customized recruiting solutions

- **Full-Cycle Recruiting:** Manage the entire recruitment process from initial outreach through placement and post-hire follow-up
  - **Market Research:** Stay informed on healthcare hiring trends, compensation, and market conditions
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#### Requirements

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- Minimum of **2 years of sales experience**
  - Strong drive, ambition, and desire to succeed in a competitive environment
  - Excellent verbal and written communication skills
  - Ability to manage multiple priorities in a fast-paced setting
  - High level of resilience and work ethic
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**Important Note:** This is a demanding role. If you are looking for a strict 9–5 job with guaranteed results, this is not the right fit. However, those willing to put in the effort are rewarded with exceptional earnings, long-term career growth, and no weekends.

#### Why Join Medstaff Group?

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- Make a real impact by helping healthcare professionals advance their careers
  - Work with a collaborative, high-energy team that values performance
  - Gain valuable experience in both recruiting and sales
  - No two days are the same — the work is challenging, fast-moving, and rewarding
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#### About Us

Medstaff Group is a healthcare-focused recruitment agency specializing in clinical placements including Physicians, Advanced Practice Providers, and Nursing professionals. We are known for our strong industry relationships, hands-on approach, and commitment to excellence.

#### How to Apply

Interested candidates can send their resume or inquiries to **Info@medstaffgroup.net**.

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### Senior Social Media Manager

Hadassah

Hybrid- New York, NY

Salary Range:

\$80,000.00 To \$91,000.00

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=56f83f41-5ea6-479b-8798-d916f7f745c1&ccId=19000101\\_000001&lang=en\\_US&jobId=568693](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=56f83f41-5ea6-479b-8798-d916f7f745c1&ccId=19000101_000001&lang=en_US&jobId=568693)

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Avi Schoenbrun  
Parnasah Referrals

לז"נ : חיים דוד יהודה בן ר' מרדכי הכהן ע"ה

Please forward all job referrals to  
[parnasahreferrals@verizon.net](mailto:parnasahreferrals@verizon.net)

Thank you to Leba Ginsberg for editing!