

TOWN OF WEST TISBURY  
PERSONNEL BOARD

JOB CERTIFICATION FORM

JOB TITLE: Outreach Coordinator

JOB CLASSIFICATION: \_\_\_\_\_

JOB ADVERTISED/POSTED  
(LIST DATES AND PLACES)  
(Attach copy of ad):

M.V. Limer (1-13 & 1-20 2022)  
Vineyard Gazette (1-14 & 1-21 2022)

Town Clerks  
Posted At:  
Town of Aquinnah  
Town of Chilmark  
Town of West Tisbury

APPLICATIONS RECEIVED:  
(Attach originals)

Susan Habekost  
Doreen Baker

APPLICANT SELECTED:

Susan Habekost

DOCUMENTATION OF REFERENCE CHECKS:  
(List references that were contacted)

Sileen Murphy  
Wendy Benedetto  
Paul Mokair

Official Start Date

\*\*If this date changes contact the PB

February 28, 2022

STARTING WAGE: GRADE

4

STEP

1

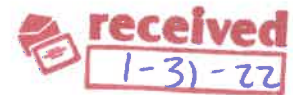
RATE

25.98

APPROVED:

\_\_\_\_\_  
CHAIR, PERSONNEL BOARD/DATE

**Susan M. Habekost**  
P. O. Box 3022  
Edgartown, MA. 02539  
774-563-8352  
s\_habekost@email.com



January 24, 2022

**Joyce Albertine**  
Director, Up Island Council on Aging  
1042 State Rd.  
West Tisbury, MA. 02575

2/15  
16-44 ✓

Dear Joyce,

I am writing to apply for the Outreach Coordinator Position at the Up Island Council on Aging.

I have over 20 years of experience working with the elderly population in various capacities on Martha's Vineyard . I have worked for Elder Services, VNA, Up Island Council on Aging lunch program, M.V. Center for Living Supportive Day Program, and also do private duty elder care. My work as Activities Coordinator for the Center for Living gave me experience in community outreach, bringing enriching programs to folks who may not have the opportunity or physical ability to access programs offered in our community. I have attended many classes and seminars on the aging population with a particular concentration in dementia care. I am very comfortable meeting with clients and families and am knowledgeable about many of the services offered on our island for this growing age group. In addition, I was the temporary outreach coordinator for the Up -Island Council on Aging from December 2019-March 2020 and learned so much from the COA team during that time.

I have a passion for helping the elderly and empowering them to celebrate, explore and enjoy what they Can do rather than dwell on what age -related conditions have taken away from them. I am upbeat, compassionate, patient , and most of all, truly love what I do. I believe I would be a positive addition to your team and would welcome the opportunity to talk with you.

Kind Regards,

Susan Habekost

# Susan M. Habekost

P. O. Box 3022  
Edgartown, MA. 02539  
**774-563-8352**  
**s\_habekost@email.com**

## EXPERIENCE

### **Private Duty Elder Care**

2009- the present

I assist elderly clients in their homes . This includes personal care, help with activities of daily living,cooking , shopping ,assisting with medications, scheduling and accompanying to medical appointments.

### **Up-Island Council on Aging- Temporary Outreach Coordinator**

December 2019 - March 2020

I assumed the Outreach Coordinator's duties while she was on maternity leave. These included community outreach work in various capacities: Holding a monthly clinic at the Chilmark Library to inform people in the up island towns of our services, helping clients get food stamp benefits and fuel assistance, helping with our surplus food distribution program, coordinating PT-1 medical transportation, wellness checks on clients who live alone, assisting clients in accessing services such as personal emergency response systems , keeping town lists up to date, tracking statistics of COA activities, organizing caregiver information and matching them to clients in need and dealing with any question or concern that a client may have.

### **Dr. Nancy Berger-Chiropractic assistant**

April 2018 - April 2019

I greeted patients, took notes about their current condition and assisted the doctor by noting in patients' charts the vertebrae being manipulated. In addition I used cold lasers to treat injuries, wrote instructions for patient after care, and did occasional reception desk work.

### **Martha's Vineyard Center for Living-Activities Coordinator**

February 2012 - April 2018

I planned and developed a monthly calendar of activities which addressed the special needs of elderly clients in a day program

## SKILLS

- Creativity
- Teamwork
- Communication
- Problem-solving
- People-person
- Grace under pressure
- Multitasker
- Can think on my feet
- Empathetic
- Conscientious worker

setting. This included researching appropriate and beneficial activities and therapies, community outreach for bringing events to our clients, carrying out the activities with the help of staff assistants, preparing a monthly calendar and newsletter, running daily staff meetings, and assuming the duties of the Program Supervisor in her absence. This entailed supervising staff and volunteers, coordinating transportation, preparing daily paperwork and records and assisting client families.

### **Martha's Vineyard Center for Living- Staff Assistant**

June 2010 - February 2012

I helped the Activities Coordinator, along with other staff, carry out the programs of the Supportive Day Program. This included assisting in games, projects, events, and activities of daily living, while ensuring the happiness and safety of the elderly clients.

### **Farm Neck Cafe-Hostess, Server, Event Assistant**

April 2009 - November 2011

I greeted customers, coordinated reservations, waited tables and helped set up and run special events.

### **Vineyard Nursing Association- Home Health Aide**

November 2007 - November 2010

I assisted elderly people with personal care, light cooking, cleaning, shopping and companionship.

## **EDUCATION**

### **Bridgewater State University**

September 1983 - December 1985

In my 2.5 years at Bridgewater I majored in Psychology and minored in Art History.

### **Martha's Vineyard Regional High School**

September 1979 - June 1983

While in high school I competed on the gymnastics and tennis teams, played the clarinet in the school band, and was a member of the National Honor Society.

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# TOWN OF WEST TISBURY

1059 STATE ROAD  
P.O. BOX 278  
WEST TISBURY, MA 02575  
PERSONNEL BOARD  
508-696-6404  
[PERSONNEL@WESTTISBURY-MA.GOV](mailto:PERSONNEL@WESTTISBURY-MA.GOV)  
[www.westtisbury-ma.gov](http://www.westtisbury-ma.gov)

## An Equal Opportunity Employer

The Town of West Tisbury is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state, or local law. Any person who needs assistance in fully participating in the application process should contact the Town of West Tisbury Personnel Board.

**A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.**

### I. Contact Information.

Name: Susan Merrill Habekost Date: January 24, 2022  
P.O. Box 3022 Edgartown MA 02539  
Address (mailing) # and Street City and State Zip Code  
21 Quantapog Rd. Oak Bluff MA 02557  
Address (physical) #and Street City and State Zip Code  
508-696-5889 774-563-8352 s\_habekost@email.com  
Telephone (home) Telephone (cell) E-Mail Address

II. Position applying For (Please specify position title or job category). Outreach Coordinator - COA

How did you hear about this position? M.V. Times

Have you ever been employed by the Town of West Tisbury When? What department?  
yes - temporary outreach coordinator - COA December 2019 - March 2020

### III. Education

School	Name, Address, City, State	Type of Degree
High School	<u>Martha's Vineyard Regional</u>	<u>h.s. diploma</u>
College	<u>Bridgewater State University</u>	<u>2.5 years</u>
Graduate School		
Trade, Business, night courses		
Military Service,		
Other Training	<u>Dementia care training</u>	

**IV. Licenses** (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment where required.

Do you have a valid driver's license? Yes ☒ / No ☐ if yes, enter expiration date 5/14/2024

What other valid licenses or certificates do you possess?

Dementia training certificates

**V. Office Skills (If applicable).**

Check the column that you feel best describes your knowledge:

Skill	Basic Level	Advanced Level
Knowledge of Word Processing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of Spreadsheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of Databases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Automated Accounting System Knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Bookkeeping Knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Typing/Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**VI. Special Skills.** Please list any other skills or abilities you feel are relevant:

20+ years working with elderly people -  
programming, outreach, art therapy,  
personal care, activities of daily living,  
coordinating medical care, working with families

**VII. Employment History.**

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

May we contact your present employer? Yes ☐

No ☒

2009 - present

Private duty elder care.

self-employed  
(private duty elder care -  
privacy issues)  
I work in clients' homes assisting them with all  
activities of daily living - personal care, medication  
supervision, coordinating medical appointments and  
transportation, light cleaning, cooking, companionship.

## VII. Employment History (continued)

Employer Town of West Tisbury Address 1042 State Rd. West Tisbury  
Telephone 508 643 2896 Title Temporary Out Reach Coordinator  
Supervisor Joyce Albertine Dates Worked December 2019 - March 2020  
Reason for Leaving Out reach Coordinator returned from maternity leave

### Description of Primary Duties:

outreach clinics at the Chilmark Library, helping clients get food stamp benefits and fuel assistance, surplus food distribution, coordinating medical transportation and caregiver information, keeping town lists up to date, tracking statistics of COT activities.

Employer mv Center for Living Address 29 Breakdown Ln. Vineyard Haven  
Telephone Eileen Murphy Title Activities Coordinator  
former supervisor: 617 - 710 - 2659  
Supervisor Eileen Murphy Dates Worked June 2010 - April 2018  
Reason for Leaving Bullying/hostility in the work place.

### Description of Primary Duties:

I planned and developed a monthly calendar of activities geared to the special needs of elderly clients, community outreach for programming, researched beneficial therapies, running daily staff meetings and assuming the duties of the supervisor in her absence.

Employer Farm Neck Cafe Address 1 Farm Neck Way, Oak Bluffs.  
Telephone 508-643-3560 Title Hostess/Server/Event Assistant  
Supervisor Mia Rebello Dates Worked April 2009 - November 2011  
Reason for Leaving went full-time with The Center for Living

Description of Primary Duties: greeted customers, coordinated reservations, waited tables, and helped set up and run special events.



**VIII. Professional References:** (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

Name	Address	Phone	Title
Eileen Murphy	Leonard Circle, V-H	617-710-2659	Former Supervisor mv Center for Living
Wendy Benedetto	Charlestown, RI	207-650-5306	Former director of Senior Services Edgartown COA
Paul Mohair	Charlestown, RI	508-560-0987	Former director Edgartown COA
Name	Address	Phone	Title

Name	Address	Phone	Title
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**IX. Criminal History.** The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.

**X. Employment of Minors.**

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: \_\_\_\_

**XI. Medical Information.**

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

**XII. Lie Detector Test.**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.



### **XIII. Signature.**

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of West Tisbury does not imply that I will be employed.
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) Susan M. Habekost

Applicant Signature: Susan M. Habekost

Date: 11/24/2022