



# HMEA JOB OPPORTUNITIES

To apply for any of HMEA's positions please email your application and resume to [Jobs@HMEA.org](mailto:Jobs@HMEA.org)

<b>Date Posted: April 30, 2015</b>	
<b>JOB TITLE</b>	<b>HOURS/LOCATIONS</b>
<b>RESIDENTIAL PROGRAMS:</b>	
<b>Attleboro Area</b>	
<b>Asleep Overnight Support Staff- 40 hours</b>	Monday, Tuesday, Wednesday, Thursday 11:00pm-9:00am <a href="#">Attleboro, MA</a>
<b>Support Staff- 16 hours</b> <i>Female applicants encouraged to apply</i>	Friday 3:00pm-11:00pm, Saturday 9:00am-5:00pm <a href="#">Attleboro, MA</a>
<b>Float Support Staff - 40 hours</b>	Attleboro, Franklin, Norfolk, Medway Float Support Staff: Flexible Schedule
<b>Support Staff-29.5 hours</b>	Saturday/Sunday 4:30pm-11:30pm, Thursday 5:00pm-11:30pm, Friday 2:30pm-11:30pm <a href="#">Norton, MA</a>
<b>Support Staff-37 hours</b>	Saturday/Sunday 9:00am-3:00pm, Monday 4:00pm-11:30pm, Thursday/Friday 2:30pm-11:30pm <a href="#">Norton, MA</a>
<b>Raynham</b>	
<b>Personal Support Staff – 12.5 hours</b> <i>Female applicants encouraged to apply</i>	Saturday 6:00pm-10:00pm, Sunday 9:30am-2:00pm, Monday 5:00pm-10:00pm <a href="#">Franklin, MA</a>
<b>Personal Support Staff – 8 hours</b>	Saturday 9:00am-5:00pm <a href="#">Franklin, MA</a>
<b>Awake Overnight Support Staff- 30 hours</b> <i>Female applicants encouraged to apply</i>	Thursday/Friday/Saturday 11:00pm-9:00am <a href="#">Franklin, MA</a>
<b>Support Staff- 30 hours</b>	Saturday 5:00pm-11:00pm, Sunday 2:00pm-10:00pm, Monday/Tuesday 3:00pm-11:00pm <a href="#">Franklin, MA</a>
<b>Awake Overnight Support Staff 30 hours</b> <i>Female applicants encouraged to apply</i>	Thursday/Friday/Saturday 11:00pm-9:00am <a href="#">Franklin, MA</a>
<b>Uxbridge</b>	
<b>Float Support Staff -40 hours</b>	Areas include: Gardner, Oxford, Grafton, Douglas, Northbridge Schedule to be determined
<b>Support Staff-20 hours (NEW)</b> <i>Internal close date: 4/27/14 Female applicants encouraged to apply</i>	Saturday/Sunday 4:30pm-10:30pm, Wednesday 2:30pm-10:30pm <a href="#">Grafton, MA</a>
<b>Personal Support Staff- 8 hours</b> <i>Female applicants encouraged to apply</i>	Saturday/Sunday 6:00pm-10:00pm <a href="#">Oxford, MA</a>

<b>Support Staff- 30 hours</b>	Saturday 9:00am-3:00pm, Sunday 9:00am-3:00pm, Monday, Wednesday, Friday 5:00pm-11:00pm <a href="#">N. Grafton, MA</a>
<b>Support Staff-20 hours</b> <i>Internal close date: 10/13/14</i>	Monday-Friday 10:45am-2:45pm <a href="#">N. Grafton, MA</a>
<b>Personal Support Staff- 16 hours</b>	Saturday, Monday, Tuesday, Thursday 5:00pm-9:00pm <a href="#">North Grafton, MA</a>
<b>Program Manager- 40 hours</b>	Sunday 9:00pm-5:00pm, Monday 10:00am-6:00pm, Tuesday 12:00pm-8:00pm, Wednesday 9:00am-5:00pm, Thursday 3:00pm-11:00pm. <a href="#">Gardner, MA</a>
<b>Personal Support Staff- 6 hours</b>	Friday, Saturday, Sunday 7:00pm-9:00pm <a href="#">Gardner, MA</a>
<b>Worcester</b>	
<b>Asleep Overnight Support Staff- 40 hours</b> (NEW) <i>Internal close date: 4/29/14</i>	Wednesday, Thursday, Friday, Saturday 11:00pm-9:00am <a href="#">Littleton, MA</a>
<b>Support Staff- 18 hours</b>	Friday/Sunday 3:00pm-9:00pm, Saturday 5:00pm-11:00pm <a href="#">Littleton, MA</a>
<b>Support Staff- 5 hour</b>	Sunday 6:00pm-11:00pm <a href="#">West Boylston, MA</a>
<b>Personal Support Specialist – 20 hours</b>	Monday/Tuesday/Wednesday/Thursday/Friday 3:00pm - 7:00pm <a href="#">Holliston, MA</a>
<b>Administrative Office/Other</b>	
<p><b>AFC Registered Nurse- 30 hours</b> <a href="#">Norfolk, Worcester and Bristol Counties</a>  <i>Essential Functions and Responsibilities:</i>          Coordinates the provision of health care supports to AFC participants by monitoring required medical services and health status and coordinating recommended follow up in a timely manner. Evaluates care needs, develops and reviews on an on-going basis each participants individualized AFC Plan of Care. Educate participant about hygiene and health concerns. Report changes in condition to the participant's physician. Monitor the health status of all participants and document findings in person's medical record for each on-site visit or encounter.</p> <p><i>Minimum Qualifications:</i>          Graduate of an accredited nursing school with a valid MA RN license. BSN preferred. Must have two years of recent experience in the direct care of elderly or disabled adults. Experienced in home care nursing preferred. Position may offer the opportunity to expand to full time (40 hrs.) in the future if agreeable to both parties. Hiring Manager: Jeanne Clapper</p>	
<p><b>Autism Information Specialist- 30 hours</b> <a href="#">Autism Resource Center 71 Sterling St. West Boylston, MA</a></p> <ul style="list-style-type: none"> <li>• Act as receptionist, provide phone coverage, and take appropriate action with messages, maintaining confidentiality of information of children and families</li> <li>• Perform intakes and mail out information to new parents</li> <li>• Register attendees for clinics</li> <li>• Manage the Resource Library</li> <li>• Comply with HMEA policies &amp; procedures</li> <li>• Provide staff coverage for evening hours at Center for parent classes, and participates in off hour events including but not limited to Holiday parties, Dances, Camp, Awareness and Fundraising events</li> </ul> <p><i>Minimum Qualifications:</i></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalency</li> <li>• Two years' experience in professional office setting</li> </ul>	

## DAY SERVICES/EMPLOYMENT

**GENERAL STATEMENT OF DUTIES:** Promote the values, dreams and potential of individuals with developmental disabilities through education, support and meaningful activities.

**MINIMUM QUALIFICATIONS:** High school diploma or equivalency. One year experience working with people with developmental disabilities. Valid driver's license. Acceptable driving status, as determined by HMEA insurance company. Use of reliable vehicle, which seats two passengers. Additional specific experience may be required, depending on the needs of the individuals supported. Must be able to perform personal care assistance to the individuals supported in the program.

<b>Support Specialist- 35 hours</b>	<ul style="list-style-type: none"> <li>35 hour Monday- Friday 9:00am-4:00pm</li> </ul> Location: <b>Bellingham Clinical Day Program</b> <a href="#">15 North Main Street, Unit A8 Bellingham, MA</a>
<b>Support Specialist- 20 hours</b>	<ul style="list-style-type: none"> <li>20 hour Monday-Friday 9:00am-2:00pm</li> </ul> Location: <b>Hopedale Employment Center</b> <a href="#">7 Charles View Rd. Hopedale, MA</a>
<b>Support Specialist- 35 hours, 40 hours</b>	<ul style="list-style-type: none"> <li>35 hour Monday- Friday 9:00am-4:00pm</li> <li>40 hours Monday- Friday 8:00am-4:00pm</li> </ul> Location: <b>Plainville Day Habilitation Center</b> <a href="#">1 Wilkins Drive. Plainville, MA</a>
<b>Support Specialist – 33.5 hours, 35 hour</b>	<ul style="list-style-type: none"> <li>33.5 hours Monday/Tuesday/Thursday/Friday 8:30am-3:00pm, Wednesday 8:30am-4:00pm</li> <li>35 hour Monday- Friday 8:30am-3:30pm</li> </ul> Location: <b>Millbury Day Habilitation Center</b> <a href="#">6 Latti Farm Road. Millbury, MA</a>
<b>Support Specialist- 40 hours</b>	<ul style="list-style-type: none"> <li>40 hour Monday- Friday 8:00am-4:00pm</li> </ul> Location: <b>Millbury Employment Center</b> <a href="#">6 Latti Farm Road. Millbury, MA</a>
<b>Support Specialist- 40 hours</b>	40 hour Monday-Friday 8:00am-4:00pm 40 hour Monday-Friday 7:00am-3:00pm Location: <b>Sterling Day Habilitation Center</b> <a href="#">3 Bartlet's Pond Way. Sterling, MA</a>
<b>Support Specialist 30 hours</b>	<ul style="list-style-type: none"> <li>30 hours: Monday-Friday 8:30am-2:00pm</li> <li>40 hours: Monday-Friday 7:00am-3:00pm</li> </ul> Location: <b>Sterling Employment Center</b> <a href="#">3 Bartlet's Pond Way. Sterling, MA</a>

### **Medical Coordinator, LPN, 40 Hour. Monday- Friday**

Experienced LPN needed for HMEA, an agency supporting individuals with Developmental Disabilities. This position involves meeting with Residential Managers and coordinating/attending needed appointments, procedures, and hospitalizations, as well as providing trainings and assessments. Some travel to Fall River area required. Ideal candidate would have experience with Developmentally Disabled individuals and knowledge of MAP. Good communication skills are essential, as well as an ability to work well as a team member.

Please send resume to Nancy Chiler RN, DON. [nchiler@hmea.org](mailto:nchiler@hmea.org) or fax to 508-298-1454.

### **Bellingham Medical Day Habilitation Center Program Supervisor- 40 hours**

Demonstrate knowledge of, and commitment to, agency mission and values. Promote the mission and values of HMEA through effective leadership. Promote teamwork; practice open communication and

respect diversity. Hire, train, and supervise Developmental Specialists and Program RN. Oversee day-to-day operation of site including maintenance of building and vehicles, and ensure sufficient staff ratios.

*Qualifications:*

- Bachelor’s degree in related field
- 5 years’ experience working with people with DD/MR
- 2 years supervisory experience
- Valid driver’s license; Acceptable driving status as determined by HMEA insurance company
- Use of a reliable vehicle, which seats two passengers

**Developmental Specialist - 40 hours** [Sterling Day Habilitation Center 3 Bartlet’s Pond Way, Sterling, MA](#)

Ensure clinical and programmatic planning and implementation for consumers: ISPs, behavior plans, learning styles, data collection systems. Ensure that assigned individuals are involved in the community activities of their choice. Supervise Support Specialists and relief staff to carry out their responsibilities and the agency mission. Assist Director in administrative planning of program. Maintain accurate and complete records, reports and data necessary to meet the requirements of HMEA and any certifying or regulatory agency.

*Qualifications:*

- Bachelor’s degree in Psychology, Special Education, or related field
- Two years’ experience working with people with developmental disabilities
- One year supervisory experience
- Valid driver’s license, acceptable driving status and use of a reliable vehicle which seats two passengers

**Locations:** (2) 35 hours: Monday-Friday 8:00am-3:00pm

**To apply for any of the above positions, please email  
your applications to [Jobs@HMEA.org](mailto:Jobs@HMEA.org)**

**CHILDREN'S SERVICES**

**Head Teacher- 40 hours** [The Darnell School 15 South St. Hudson, MA](#)

- Master’s degree in Special Education or related field. Massachusetts Licensure as a Teacher of Students with Moderate Disabilities or as a Teacher of Students with Severe Disabilities. BCBA preferred.
- Knowledge of special education regulations and the IEP process.
- A minimum of three years’ experience working with people with autism/PDD, preferably with children.
- A minimum of one year supervisory experience.
- Demonstrated skills in applied behavioral analysis and design of educational programs
- Demonstrated interpersonal skills.

*Qualification:*

At least 3 years of relevant experience preferred  
Master degree preferred

**To Apply: email letter of interest and resume to [JBolton@HMEA.org](mailto:JBolton@HMEA.org)**

**Behavior Therapist-**  
multiple openings  
due to expansion.

Seeking motivated individuals with experience working with children with autism/PDD to be home-based ABA instructors. Full and part time opportunities in the **Boston, South East and Central MA.**

Qualifications

- \* Bachelor’s degree in related field is required for FT employees
- \* Vehicle required
- \* Experience with ABA is preferred

**Board Certified  
Behavior Analyst,  
BCBA – 40 hours**

The position is responsible for overseeing a caseload of children, aged 2-22 years. Responsibilities include assessing skill levels and behavioral support needs, designing and developing teaching programs to address skill acquisition targets, and developing behavioral support plans as needed. BCBA will be training staff in the provision of the direct services, monitoring for quality control, data analysis, and

consulting with families and other professionals.

Requirements:

- \* Master's Degree
- \* Demonstrated experience working with children with autism
- \* BCBA

We offer a collegial atmosphere where behavior analysis learning is supported. Competitive salary with a full benefit package. Travel within a designated region is required on a daily basis. Schedule may include 2-3 late afternoons weekly; must be able to work up until 6PM.

Location: **Central Mass, Southeast MA**

To apply for any of the Children's Services positions, please email your applications to [Childservicesjobs@hmea.org](mailto:Childservicesjobs@hmea.org)