

HMEA JOB OPPORTUNITIES



To apply for any of HMEA's positions please email your application and resume to Jobs@HMEA.org

Date Posted: April 7, 2015	
JOB TITLE	HOURS/LOCATIONS
RESIDENTIAL PROGRAMS:	
Attleboro Area	
Asleep Overnight Support Staff- 40 hours	Monday, Tuesday, Wednesday, Thursday 11:00pm-9:00am Attleboro, MA
Support Staff- 16 hours <i>Female applicants encouraged to apply</i>	Friday 3:00pm-11:00pm, Saturday 9:00am-5:00pm Attleboro, MA
Float Support Staff - 40 hours	Attleboro, Franklin, Norfolk, Medway Float Support Staff: Flexible Schedule
Raynham	
Support Staff-29.5 hours (NEW)	Saturday/Sunday 4:30pm-11:30pm, Thursday 5:00pm-11:30pm, Friday 2:30pm-11:30pm Norton, MA
Support Staff-37 hours	Saturday/Sunday 9:00am-3:00pm, Monday 4:00pm-11:30pm, Thursday/Friday 2:30pm-11:30pm Norton, MA
Float Support Staff-20 hours	2 nd and 3 rd Shift Float Fall River/ Swansea/ Attleboro
Assistant Manager- 40 hours	Schedule to be determined Franklin, MA
Support Staff- 14 hours <i>Internal Close Date: 3/18/15</i>	Saturday 5:00pm-11:00pm, Sunday 9:00am-5:00pm Franklin, MA
Personal Support Staff – 12.5 hours <i>Female applicants encouraged to apply</i>	Saturday 6:00pm-10:00pm, Sunday 9:30am-2:00pm, Monday 5:00pm-10:00pm Franklin, MA
Awake Overnight Support Staff- 30 hours (New) <i>InternalCloseDate: 4/6/15</i>	Thursday/Friday/Saturday 11:00pm-9:00am Franklin, MA
Awake Overnight Support Staff 30 hours <i>Female applicants encouraged to apply</i>	Thursday/Friday/Saturday 11:00pm-9:00am Franklin, MA
Support Staff- 22 hours	Saturday 5:00pm-11:00pm, Monday/Tuesday 3:00pm-11:00pm Franklin, MA

Support Staff- 16 hour	Saturday 12:00pm-8:00pm, Sunday 2:00pm-10:00pm Franklin, MA
Uxbridge	
Assistant Manager- 40 hours	Saturday 3:00pm-11:00pm, Sunday 4:30pm-10:30pm, Monday 2:30pm-10:30pm, Tuesday/ Wednesday 2:00pm-11:00pm Oxford, MA
Float Support Staff -40 hours	Areas include: Gardner, Oxford, Grafton, Douglas, Northbridge Schedule to be determined
Support Staff-20 hours <i>Internal close date: 11/27/14 Female applicants encouraged to apply</i>	Saturday 8:30am-1:30pm, Sunday 8:30am – 2:30pm, Monday 5:00pm – 9:00pm, Friday 4:00pm – 9:00pm Oxford, MA
Personal Support Staff- 8 hours <i>Female applicants encouraged to apply</i>	Saturday/Sunday 6:00pm-10:00pm Oxford, MA
Awake Overnight Support Staff- 40 hours	Sunday, Monday, Tuesday, Wednesday 10:30pm-8:30am Northbridge, MA
Support Staff- 30 hours	Saturday 9:00am-3:00pm, Sunday 9:00am-3:00pm, Monday, Wednesday, Friday 5:00pm-11:00pm N. Grafton, MA
Support Staff-20 hours <i>Internal close date: 10/13/14</i>	Monday-Friday 10:45am-2:45pm N. Grafton, MA
Program Manager- 40 hours	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. Gardner, MA
Personal Support Staff- 6 hours	Friday, Saturday, Sunday 7:00pm-9:00pm Gardner, MA
Worcester	
Support Staff- 18 hours	Friday/Sunday 3:00pm-9:00pm, Saturday 5:00pm-11:00pm Littleton, MA
Support Staff- 5 hour	Sunday 6:00pm-11:00pm West Boylston, MA
Personal Support Specialist – 20 hours	Monday/Tuesday/Wednesday/Thursday/Friday 3:00pm - 7:00pm Holliston, MA
Administrative Office/Other	
<p>General Ledger Accountant – 40 hours Franklin Administrative Office 8 Forge Park Way. Franklin, MA Support Accounts Payables and Account Receivable staff. Manage all cash transactions including deposits as well as primary contact with bank cash management department. Perform monthly general journal entries including transactions related to long-term investments, assets (and related depreciation), debt and insurances and other pre-paids. Maintain and reconcile all HMEA bank accounts including journal entries to post transactions. Perform account analysis on selected general ledger accounts on a quarterly basis and prepare for yearly financial audit. Maintain Cash Manager in the general ledger system (Solomon) Maintain the agency Vehicle list. Process monthly Residential and C4C charges. Process annual reporting/statements for Form ABC; Shared Living and AFC. Assist in yearly budget process. Act as a backup for Controller regarding financial activity</p> <p><i>Requirements:</i> Bachelor’s degree in related field with 3-4 years experience including supervisory experience preferred</p>	
<p>AFC Registered Nurse- 30 hours Norfolk, Worcester and Bristol Counties <i>Essential Functions and Responsibilities:</i></p>	

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.

Minimum Qualifications:

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

Office Manager- 30 hours [Franklin Admin Office 8 Forge Park Way. Franklin, MA](#)

- Organize, prioritize and ensure timely clerical support for Residential Services
- Ensure operation of office computer network, including basic troubleshooting
- Maintain adequate office supplies and ensure proper operation of office equipment
- Develop and monitor Residential Office budgets
- Ensure processing of all required paperwork for Human Resources and Professional Development
- Act as first line of review for financial transaction sheets
- Maintain and reconcile office petty cash account

Minimum Qualifications:

- Associates degree preferred
- Five years secretarial experience
- One year office management or supervisory experience

Autism Information Specialist- 30 hours [Autism Resource Center 71 Sterling St. West Boylston, MA](#)

- Act as receptionist, provide phone coverage, and take appropriate action with messages, maintaining confidentiality of information of children and families
- Perform intakes and mail out information to new parents
- Register attendees for clinics
- Manage the Resource Library
- Comply with HMEA policies & procedures
- 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

Minimum Qualifications:

- High school diploma or equivalency
- Two years' experience in professional office setting

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.

Support Specialist- 20 hours

- 20 hour Monday-Friday 9:00am-2:00pm
Location: **Hopedale Employment Center**
[7 Charles View Rd. Hopedale, MA](#)

Support Specialist- 35 hours	<ul style="list-style-type: none"> 35 hour Monday- Friday 9:00am-4:00pm Location: Plainville Day Habilitation Center 1 Wilkins Drive. Plainville, MA
Support Specialist- 40 hours	<ul style="list-style-type: none"> 40 hour Monday- Friday 8:00am-4:00pm Location: Plainville Employment Center 1 George Street, Unit 4/5 Plainville, MA
Support Specialist – 33.5 hours, 35 hour, 40 hours	<ul style="list-style-type: none"> 33.5 hours Monday/Tuesday/Thursday/Friday 8:30am-3:00pm, Wednesday 8:30am-4:00pm 35 hour Monday- Friday 8:30am-3:30pm 40 hours Monday-Friday 8:00am-4:00pm Location: Millbury Day Habilitation Center 6 Latti Farm Road. Millbury, MA
Support Specialist- 40 hours	<ul style="list-style-type: none"> 40 hour Monday- Friday 8:00am-4:00pm Location: Millbury Employment Center 6 Latti Farm Road. Millbury, MA
Support Specialist- 40 hours	40 hour Monday-Friday 8:00am-4:00pm 40 hour Monday-Friday 7:00am-4:00pm Location: Sterling Day Habilitation Center 3 Bartlet’s Pond Way. Sterling, MA
Support Specialist 30 hours	<ul style="list-style-type: none"> 30 hours: Monday-Friday 8:30am-2:00pm Location: Sterling Employment Center 3 Bartlet’s Pond Way. Sterling, MA
<p>Medical Coordinator, LPN, 40 Hour. Monday- Friday</p> <p>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.</p> <p>Please send resume to Nancy Chiler RN, DON. nchiler@hmea.org or fax to 508-298-1454.</p>	
<p>Experienced LPN needed for 20 hours, Mon- Fri, no holidays! Hours tentatively, 11am – 3pm</p> <p>Position entails working in conjunction with, and under the supervision of, an RN to provide nursing support for individuals with developmental disabilities at a Day Habilitation program of Horace Mann Educational Associates. The Day Habilitation Center is located in Millbury, Ma.</p> <p>DD/MH experience preferred, Day Hab experience a plus. Salary based on experience.</p> <p>Please send resume by email or fax to Nancy Chiler:nchiler@hmea.org , fax: 508-298-1454</p>	
<p>Developmental Specialist - 40 hours Sterling Day Habilitation Center 3 Bartlet’s Pond Way. Sterling, MA</p> <p>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.</p> <p><i>Qualifications:</i></p>	

- 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**

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

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**

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