

# HMEA Career Opportunities



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

Date Posted: September 22, 2015	
JOB TITLE	HOURS/LOCATIONS
<b>RESIDENTIAL PROGRAMS:</b>	
<b>Residential East</b>	
<b>Float Support Staff - 40 hours</b>	Attleboro, Franklin, Norfolk, Medway Float Support Staff: Flexible Schedule
<b>Support Staff- 40 hours</b> <i>Female applicants encouraged to apply</i>	Saturday/Sunday 9:00am-5:00pm, Monday/Tuesday/Friday 3:00pm-11:00pm Norfolk, MA
<b>Support Staff- 30 hours</b> <i>Female applicants encouraged to apply</i>	Wednesday/Thursday/Friday 3:00pm-11:00pm, Saturday 5:00pm-11:00pm Norfolk, MA
<b>Support Staff- 8 hours</b> <i>Female applicants encouraged to apply</i>	Saturday 12:00pm-8:00pm North Attleboro, MA
<b>Support Staff- 12 hours</b> <i>Female applicants encouraged to apply</i>	Saturday 3:00pm-11:00pm, Monday 5:00pm-9:00pm North Attleboro, MA
<b>Residential South</b>	
<b>Awake Overnight Support Staff- 40 hours</b> <i>Female applicants encouraged to apply</i>	Sunday-Wednesday 11:00pm-9:00am Fall River, MA
<b>Awake Overnight Support Staff- 36 hours</b> <i>Female applicants encouraged to apply</i>	Thursday/Friday 11:00pm-9:00am, Saturday 5:00pm-9:00am Fall River, MA
<b>Support Staff- 12 hours</b>	Monday/Tuesday 4:30pm-8:30pm Wednesday 4:00pm-8:00pm Swansea, MA
<b>Float Support Staff- 40 hours</b>	Float between Attleboro, Franklin, Taunton, Swansea, Fall River
<b>Assistant Manager-40 hours</b>	Sunday 9:00am-5:00pm, Monday/Tuesday/Wednesday/Thursday 3:00pm-11:00pm Franklin, MA
<b>Awake Overnight Support Staff-30 hours</b> <i>Female applicants encouraged to apply</i>	Thursday, Friday, Saturday, 11:00pm-9:00am Franklin, MA
<b>Support Staff- 28 hours</b> <i>Female applicants encouraged to apply</i>	Saturday 9:00am-3:00pm, Sunday 5:00pm-11:00pm, Monday/Friday 3:00pm-11:00pm Franklin, MA
<b>Personal Support Staff – 15 hours</b> <i>Female applicants encouraged to apply</i>	Monday-Friday 6:00am-9:00am Franklin, MA

<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>Residential West</b>	
<b>Float Support Staff- 40 hours</b>	Schedule to be determined <a href="#">Grafton, Gardner, Northbridge, Oxford and Douglas</a>
<b>Support Staff -38 hours</b> <i>Male applicants encouraged to apply</i>	Saturday 4:30pm-10:30pm, Sunday/Monday/Tuesday/Friday 2:30pm-10:30pm <a href="#">Northbridge, MA</a>
<b>Awake Overnight Support Staff- 40 hours</b> <i>Male applicants encouraged to apply</i>	Sunday, Monday, Tuesday, Wednesday 10:30pm-8:30am <a href="#">Northbridge, MA</a>
<b>Support Staff- 20 hours</b> <i>Female applicants encouraged to apply</i>	Saturday 8:30am-1:30pm, Sunday 8:30am-3:30pm, Monday 3:00pm-7:00pm, Tuesday 3:00pm-8:00pm <a href="#">Oxford, MA</a>
<b>Personal Support Staff- 32 hours</b> <i>Female applicants encouraged to apply</i>	Monday 2:30pm-9:30pm, Tuesday 2:30pm-9:30pm, Wednesday 2:30pm-9:30pm, Thursday 2:30pm-9:30pm, Friday 5:00pm -9:00pm <a href="#">Oxford, MA</a>
<b>Asleep Overnight Support Staff- 40 hours</b> <i>Female applicants encouraged to apply</i>	Sunday, Monday, Tuesday, Wednesday 10:30pm-8:30am <a href="#">Oxford, MA</a>
<b>Support Staff- 20 hours</b> <i>Female applicants encouraged to apply</i>	Saturday/Sunday 8:30am-2:30pm, Monday 2:30pm-10:30pm <a href="#">Grafton, MA</a>
<b>Support Staff- 8 hours</b>	Sunday 8:30am-4:30pm <a href="#">North Grafton, MA</a>
<b>Asleep Overnight Support Staff- 30 hours</b>	Thursday, Friday, Saturday 11:00pm-9:00am <a href="#">Gardner, MA</a>
<b>Support Staff- 28 hours</b>	Friday 3:00pm-11:00pm, Saturday 5:00pm-11:00pm, Sunday 5pm-11:00pm, Monday 3:00pm-11:00pm <a href="#">Gardner, MA</a>
<b>Support Staff- 12 hours</b>	Saturday/Sunday 5:00pm-11:00pm <a href="#">Gardner, MA</a>
<b>Personal Support Staff- 6 hours</b>	Thursday, Friday, Saturday 7:00pm-9:00pm <a href="#">Gardner, MA</a>
<b>Residential North</b>	
<b>Support Staff- 40 hours</b>	Saturday 8:30am-4:30pm, Sunday 2:30pm-10:30pm, Monday/Tuesday/Wednesday 2:30pm-10:30pm <a href="#">Holliston, MA</a>
<b>Support Staff- 5 hours</b>	Sunday 6:00pm-11:00pm <a href="#">West Boylston, MA</a>
<b>Support Staff- 23 hours</b>	Saturday 3-11:00pm, Wednesday, Thursday, Friday 4:00pm, 9:00pm <a href="#">Worcester, MA</a>
<b>Support Staff- 18 hours</b>	Friday 3:00pm-9:00pm, Saturday 5:00pm-11:00pm, Sunday 9:00am-3:00pm <a href="#">Littleton, MA</a>
<b>Support Staff- 15 hours</b>	Monday- Friday 6:00am-9:00am <a href="#">Littleton, MA</a>
<b>Support Staff- 12 hours (New)</b>	Saturday, Sunday 9:00am-3:00pm <a href="#">Littleton, MA</a>

## 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- 24 hours</b>	<ul style="list-style-type: none"> <li>24 hour Monday-Thursday 9:00am-3:00pm</li> </ul> Location: <b>Bellingham Clinical Day Habilitation Center</b> <a href="#">15 North Main St, Unit A8. Bellingham, MA</a>
<b>Support Specialist- 40 hours</b>	<ul style="list-style-type: none"> <li>Monday-Friday 8:00am-4:00pm</li> </ul> Location: <b>Bellingham Medical Day Habilitation Center</b> <a href="#">15 North Main St, Unit A9/A10. Bellingham, MA</a>
<b>Support Specialist- 32 hours</b>	<ul style="list-style-type: none"> <li>32 hours Monday-Wednesday 9:00am-3:00pm, Thursday, Friday 9:00am-4:00pm</li> </ul> Location: <b>Hopedale Employment Center</b> <a href="#">7 Charles View Road. Hopedale, MA</a>
<b>Support Specialist –35 hour</b>	<ul style="list-style-type: none"> <li>32.5 hour Monday- Friday 8:30am-3:00pm</li> </ul> Location: <b>Millbury Day Habilitation Center</b> <a href="#">6 Latti Farm Road. Millbury, MA</a>
<b>Support Specialist- 30, 40 hours</b>	<ul style="list-style-type: none"> <li>30 hour Monday- Friday 8:30am-2:30pm</li> <li>40 hours 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- 37.5 hours</b> <i>Male applicants encouraged to apply</i>	<ul style="list-style-type: none"> <li>(2)37.5 hour Monday-Friday 8:30am-4:00pm</li> </ul> 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-2:30pm</li> </ul> Location: <b>Sterling Employment Center</b> <a href="#">3 Bartlet's Pond Way. Sterling, MA</a>

**Shared Living Coordinator** in the North Central/Worcester area to ensure provision of resources and support to the individuals living in their homes. The Coordinator will monitor and oversee the implementation and documentation of the individual's ISP in conjunction with DDS regulations. Will ensure through monthly home visits that the Provider's homes are clean and provide a safe living environment, monitor individuals' funds per agency policy, act as a liaison and ensure compliance with DDS regulations, and ensure adequate respite provision to meet the needs of the individual and provider.

**Minimum Qualifications** include Bachelor's degree strongly preferred  
 Two years' experience in ID/MH field and Two years supervisory experience  
 Three years additional experience may be substituted to fulfill educational requirement  
 Valid driver's license and use of reliable vehicle

### **Billing and AR Specialist** [Franklin Admin Office](#)

Ensure that all billing is processed accurately and timely; all contracts are maintained and corresponding agings are kept current. Maintain G/L for all state cost reimbursement and unit rate contract billing. Process monthly DDS billing. Record/Reconcile all billing into Solomon including the recording of deferred revenue. Manage utilization of all unit rate and cost reimbursement contracts. Reconcile G/L revenue accounts to Audit Analysis monthly. Maintain service statistics, contract schedules, cover page, crosswalk and OSD reconciliation for UFR report

### **Minimum Qualifications**

A.S. degree required, Bachelor's degree a plus

3-5 years' experience in billing and accounts receivable, contract management experience preferred  
 Knowledge of general accounting principles  
 Microsoft Office proficiency  
 Strong data entry skills

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 your applications to [Jobs@HMEA.org](mailto:Jobs@HMEA.org)**

**CHILDREN'S SERVICES**

**RN School Nurse Consultant [Darnell School Hudson, MA](#)**  
 • Provide training in medical issues, medications and specific student protocols as required by DESE  
 • In conjunction with the LPN maintain compliance with the Department of Elementary and Secondary Education and Department of Public Health regulations  
 • Organize the provision of required annual health screenings  
 • Be available for emergency phone consultation during the hours that the school is open  
 • Perform other reasonably related duties assigned  
*Qualifications:*  
 • Valid Massachusetts RN license  
 • Five years experience work as a nurse  
 • One year experience working with children with disabilities preferred  
 • Familiarity with school nursing and Department of Elementary and Secondary Education (DESE) regulations preferred

**Job Coach [Shrewsbury/Worcester area](#)**  
 9-13 hours, primarily Monday-Friday days. Working with a gentleman at a zoo, so the person need to also have a comfort level around all different kinds of animals. Assisting the client with personal care and household chores. *AND/OR* 15 hours per week, hours for this particular client would be 7-8 hours/ week. Two weeknights from 4-8pm and a possible Saturday. Need to enjoy walks and swimming as these are the main interests of the young lady  
 The staff must be a female.  
*Qualification:*  
 Experience working with non verbal individuals on the autism spectrum  
 Valid driver's license and a car in order to bring the individual into the community

**Board Certified Behavioral Analyst, BCBA [Boston, MA](#)**  
 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. The position is also responsible for training staff in the provision of the direct services, monitoring for quality control, data analysis, and consulting with families and other professionals  
 We are seeking Master's level candidates for this position who have demonstrated experience working with children with autism. We are seeking candidates who have their BCBA or who are eligible to sit for the exam.

<b>Behavior Therapist-</b> 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 <b>Boston, South East and Central MA.</b>  <i>Qualifications:</i> * Bachelor's degree in related field is required for FT employees * Vehicle required * Experience with ABA is preferred
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<b>Board Certified Behavior Analyst, BCBA – 40 hours</b>	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.
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*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 [Childrenservicesjobs@hmea.org](mailto:Childrenservicesjobs@hmea.org)