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| **HMEA JOB OPPORTUNITIES** | | | | | | |
| **Date Posted: January 21, 2015 ON** | | | | | | |
| **JOB TITLE** | | | | | **HOURS/LOCATIONS** | |
| **RESIDENTIAL PROGRAMS:** | | | | | | |
| Attleboro Area | | | | | | |
| **Support Staff-**40 hours (NEW)  Internal Close Date: 1/16/15 | | | | Saturday 9:00am-5:00pm, Sunday, Monday, Tuesday, Friday 3:00pm-11:00pm  Attleboro, MA | | |
| **Asleep Overnight Support Staff** (NEW) 30 hours  Internal Close Date: 1/16/15 | | | | Friday, Saturday, Sunday 11:00pm-9:00am  Attleboro, MA | | |
| **Float Support Staff -** 40 hours | | | | Attleboro, Franklin, Norfolk, Medway Float Support Staff: Flexible Schedule | | |
| **Asleep Overnight Support Staff -**30 hours | | | | Thursday, Friday, Saturday 11:00pm-9:00am  Franklin, MA | | |
| **Support Staff** -14 Hours *Female applicants encouraged to apply* | | | | Saturday 9:00am-5:00pm, Sunday 9:00am-3:00pm  Franklin, MA | | |
| Raynham | | | |  | | |
| **Assistant Manager-**40 hours  *Female applicants encouraged to apply* | | | | Saturday 9:00am-3:00pm, Tuesday/Wednesday/Thursday/Friday 2:30pm-11:00pm  Swansea, MA | | |
| **Support Staff-**21 hours  *Female applicants encouraged to apply* | | | | Friday 4:00pm-9:00pm, Saturday/Sunday 3:00pm-11:00pm  Swansea, MA | | |
| **Personal Support Staff-**8 hours  *Female applicants encouraged to apply* | | | | Saturday/Sunday 9:00am-1:00pm  Swansea, MA | | |
| **Support Staff-**16 hours | | | | Saturday 9:00am-5:00pm, Sunday 12:00pm-8:00pm  Norton, MA | | |
| **Support Staff-**37 hours  *Female applicants encouraged to apply* | | | | Saturday 9:00am-3:00pm, Sunday 9:30am-3:00pm, Monday 4:00pm-11:30pm, Thursday/Friday 2:30pm-11:30pm  Norton, MA | | |
| **Float Support Staff-**20 hours | | | | 2nd and 3rd Shift Float  Fall River/ Swansea/ Attleboro | | |
| **Personal Support Staff –** 12.5 hours  *Female applicants encouraged to apply* | | | | Saturday 6:00pm-10:00pm, Sunday 9:30am-2:30pm, Friday 6:00pm-10:00pm  Franklin, MA | | |
| **Awake Overnight Support Staff**  30 hours  *Female applicants encouraged to apply* | | | | Wednesday, Thursday, Friday, 11:00pm-9:00am  Franklin, MA | | |
| **Awake Overnight Support Staff**  30 hours *Female applicants encouraged* | | | | Thursday/Friday/Saturday 11:00pm-9:00am  Franklin, MA | | |
| **Support Staff-** 16 hour | | | | Saturday 12:00pm-8:00pm, Sunday 2:00pm-10:00pm  Franklin, MA | | |
| **Uxbridge** | | | | | | |
| **Program Manager-**40 hours  Internal close date: 11/21/14  *Female applicants encouraged* | | | Sunday 8:30am-4:30pm, Monday-Wednesday 9:00am­5:00pm, Thursday 2:30pm-10:30pm  Grafton, MA | | | |
| **Support Staff-**40 hours  *Female applicants encouraged to apply* | | | Saturday, Sunday, Monday, Tuesday, Friday 2:30pm-10:30pm  Grafton, MA | | | |
| **Support Staff-**20 hours  *Female applicants encouraged to apply* | | | Saturday/ Sunday 8:30am-4:30pm, Monday 2:30pm-10:30pm  Grafton, MA | | | |
| **Program Manager-**40 hours  Internal close date: 11/24/14 | | | Sunday/Wednesday 9:00am-5:00pm, Tuesday 12:00pm­8:00pm, Thursday 3:00pm-11:00pm  Gardner, MA | | | |
| **Assistant Manager-**40 hours  Internal close date: 12/15/14 | | | Sunday 3:00pm-11:00pm, Monday/Thursday 2:00pm-9:00pm, Tuesday/Wednesday 2:00pm-11:00pm  East Douglas, MA | | | |
| **Assistant Manager-**40 hours  Internal close date: 12/9/14 | | | Schedule to be determined  Oxford, MA | | | |
| **Personal Support Staff-** 8 hours*Female applicants encouraged to apply* | | | Saturday/Sunday 6:00pm-10:00pm  Oxford, MA | | | |
| **Support Staff-** 16 hour | | | Saturday 4:30pm-10:30pm, Sunday 8:30am-2:30pm, Monday 4:30pm-8:30pm  Northbridge, MA | | | |
| **Support Staff-**20 hours  Internal close date: 10/13/14 | | | Monday-Friday 10:45am-2:45pm  Grafton, MA | | | |
| **Support Staff-**20 hours  Internal close date: 11/27/14 | | | Saturday 8:30am-1:30pm, Sunday 8:30am – 2:30pm, Monday 5:00pm – 9:00pm, Friday 4:00pm – 9:00pm  Oxford, MA | | | |
| **Worcester** | | | | | | |
| **Support Staff-** 21 hour | | | Sunday 9:00am-3:00pm, Monday 3:00pm-11:00pm, Wednesday 4:00pm-11:00pm  West Boylston, MA | | | |
| **Support Staff-**18 hours | | | Friday 3:00pm – 9:00pm, Saturday, Sunday 12:00pm – 6:00 pm  Littleton, MA | | | |
| **Personal Support Specialist –** 20 hours | | | Monday/Tuesday/Wednesday/Thursday/Friday 3:00pm - ­7:00pm  Holliston, MA | | | |
| **Administrative Office/Other** | | | | | | |
| **Children’s Services Regional Director for ABA Services**  ***Responsibilities:***  Coordinate ABA services in compliance with company policies, procedures and individual education plans (IEP). Supervise the Clinical Coordinators in conducting Functional Behavior Assessments (including functional analysis) of challenging behavior and select the specific assessment methods that are best suited to the behavior and the context. Assist and support Clinical Coordinators in writing behavior plans based on data collected from parents, school staff and behavior therapists. Collaboratively create, implement, train behavior plans to relevant staff. Monitor all behavior plans and curriculum/academic programs to ensure optimal levels of treatment and ensuring best practices. Provide weekly supervision of Clinical Coordinators to review client’s goals, progress and areas for improvement. Conduct staff trainings/meetings. Conduct annual performance evaluations for Clinical Coordinators  ***Qualifications:***  BCBA certification required  Knowledge of Special Education regulations and the IEP process  Strong written and verbal communication skills  Reliable vehicle to travel to various sites  3 years’ experience working with children and/or adults with developmental disabilities; 2 years supervisory experience | | | | | | |
| **Registered Nurse (RN)** **40 hour, Monday-Friday,** needed for HMEA Taunton/Attleboro area group homes supporting individuals with Developmental Disabilities.  **Responsibilities include**; attending and advocating for individuals at medical appointments, performing frequent assessments, communicating with physicians, day programs, DDS, guardians and families, training of residential staff, monthly meetings with house managers, facilitating admissions, attending team meetings, documenting health status, and other duties as assigned.  Candidates should be experienced RNs who possess critical thinking skills, skilled assessment ability, and well developed written and oral communication skills.  If interested please send resume to [nchiler@hmea.org](mailto:nchiler@hmea.org) specifying this RN position in subject line. | | | | | | |
| **Plainville Day Habilitation and Employment Center Administrative Assistant- 40 hours**  ***Requirements :***  High School Diploma and 2 years secretarial experience  ***Qualifications:***  Fluent in Word and Excel; demonstrated knowledge of computer systems and software applications, including ability to trouble-shoot and resolve problems, and train others. Demonstrated knowledge of payroll and basic accounting principles; monitoring budgets; petty cash. Experienced in HR functions and processes. Ability to develop systems for monitoring and tracking of own work and others. Familiarity with billing preferred. Excellent interpersonal skills. Demonstrated organizational skills. Detail oriented. Ability to multi-task. Ability to handle several projects at one time. Experience with data entry. Ability to work with a wide variety of people in different parts of the organization | | | | | | |
| **Autism Resource Center of Central Massachusetts Development and Event Planner**  Organize and implement special events as signature fundraisers for the center as well as special social events for families served by the center.  *Responsibilities:* Expand the organizational financial resources by increasing and diversifying the donors’ base in the organization: provide technical support to the organizational fundraising strategy and fundraising plan, provide technical and administrative support to the current fundraising activities.  *Requirements:* BA required, marketing and communications preferred. Three years of demonstrated experience in fundraising and event planning. excellent written and verbal communication skills, familiarity with fundraising programs and database applications, skills in marketing and public relations specific to online and social media and proficiency in Microsoft Word, Excel, Publisher Power Point and Word Press . | | | | | | |
| **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 Staff –** 35 hours  *Female candidates* | | * Monday – Friday 9:00am – 4:00pm   Location: **Plainville Day Habilitation Center**  1 Wilkins Drive, Plainville, MA | | | | |
| **Support Staff-**32.5 and 40 hours | | * 32.5 hours: Monday-Friday 8:30am-3:00pm * 40 hours: Monday-Friday 8:00am-4:00pm   Location: **Millbury Day Habilitation Center**  6 Latti Farm Road. Millbury, MA | | | | |
| **Support Specialist** – 30 and 35 hours | * 30 hour: Monday-Friday 8:30am-2:30pm * 35 hours Monday-Friday 8:30am-3:30pm   Location: **Millbury Employment Center**  6 Latti Farm Road. Millbury, MA | | | | | |
| **Support Specialist­** 30, 35, 37.5 and 40 hours | * 30 hour: Monday-Friday 8:30am-2:30pm * 35 hour: Monday-Friday 8:30am-3:30pm * 37.5 hour: Monday-Friday 8:30am-4:00pm   Location: **Sterling Day Habilitation Center**  3 Bartlet’s Pond Way. Sterling, MA | | | | | |
| **Support Specialist** ­35 hours | * 35 hours: Monday-Friday 8:00am-3:00pm   Location: **Sterling Employment Center**  3 Bartlet’s Pond Way. Sterling, MA | | | | | |
| **Plainville Day Habilitation and Employment Center Administrative Assistant-** 40 hours  ***Requirements :***  High School Diploma and 2 years secretarial experience  ***Qualifications:***  Fluent in Word and Excel; demonstrated knowledge of computer systems and software applications, including ability to trouble-shoot and resolve problems, and train others. Demonstrated knowledge of payroll and basic accounting principles; monitoring budgets; petty cash. Experienced in HR functions and processes. Ability to develop systems for monitoring and tracking of own work and others. Familiarity with billing preferred. Excellent interpersonal skills. Demonstrated organizational skills. Detail oriented. Ability to multi-task. Ability to handle several projects at one time. Experience with data entry. Ability to work with a wide variety of people in different parts of the organization | | | | | | |
| **Developmental Specialist - ­**40 hours (*two openings in Sterling)*  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) Sterling Day Habilitation Center 3 Bartlet’s Pond Way. Sterling, MA   * 35 hours: Monday-Friday 8:00am-3:00pm | | | | | | |
| **CHILDREN'S SERVICES** | | | | | | |
| **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 above positions, please email**  **your applications to Jobs@HMEA.org** | | | | | |