

HMEA JOB OPPORTUNITIES



Date Posted: March 10, 2015

JOB TITLE	HOURS/LOCATIONS
RESIDENTIAL PROGRAMS:	
Attleboro Area	
Support Staff- 16 hours	Friday 3:00pm-11:00pm, Saturday 9:00am-5:00pm Attleboro, MA
Asleep Overnight Support Staff- 20 hours	Saturday, Sunday 11:00pm-9:00am Attleboro, MA
Float Support Staff - 40 hours	Attleboro, Franklin, Norfolk, Medway Float Support Staff: Flexible Schedule
Support Staff -14 Hours <i>Female applicants encouraged to apply</i>	Saturday 9:00am-5:00pm, Sunday 9:00am-3:00pm Franklin, MA
Raynham	
Awake Overnight Support Staff- 40 hours <i>Female applicants encouraged to apply</i>	Sunday, Monday, Tuesday, Wednesday 11:00pm-9:00am Swansea, MA
Support Staff-21 hours <i>Female applicants encouraged to apply</i>	Friday 4:00pm-9:00pm, Saturday/Sunday 3:00pm-11:00pm Swansea, MA
Personal Support Staff-8 hours <i>Female applicants encouraged to apply</i>	Saturday/Sunday 9:00am-1:00pm Swansea, MA
Assistant Manager- 38.5 hours	Monday 2:30pm-10:30pm, Tuesday 2:30pm-11:30pm, Wednesday 4:00pm-9:30pm, Saturday 12:00pm-8:00pm, Sunday 9:00am-5:00pm Norton, MA
Support Staff-37 hours	Saturday 9a-3p , Sunday 9:30a-3p , Monday 4p-11:30p ; Thursday and Friday 2:30p-11:30p Norton, MA
Float Support Staff-20 hours	2 nd and 3 rd Shift Float Fall River/ Swansea/ Attleboro
Program Manager- 40 hour (New) Internal Close Date: 2/5/15	Sunday/Thursday 3:00pm-11:00pm, Monday- Wednesday 8:30am-4:30pm Franklin, MA
Support Staff- 14 hours (New) Internal Close Date: 3/18/15	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 <i>Female applicants encouraged to apply</i>	Thursday/Friday/Saturday 11:00pm-9:00am Franklin, MA
Support Staff- 22 hours (New) Internal Close Date: 2/5/15	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	
Float Support Staff -40 hours	Areas include: Gardner, Oxford, Grafton, Douglas, Northbridge Schedule to be determined
Assistant Manager-40 hours Internal close date: 12/9/14	Sunday 4:30pm-10:30pm, Monday 2:30pm-10:30pm, Tuesday/ Wednesday 2:00pm-11:00pm Oxford, MA
Personal Support Staff- 8 hours <i>Female applicants encouraged to apply</i>	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
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 Internal close date: 10/13/14	Monday-Friday 10:45am-2:45pm N. Grafton, MA
Support Staff-20 hours Internal close date: 11/27/14 <i>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
Worcester	
Support Staff- 35 hour (NEW)	Saturday/Sunday 9:00am-6:00pm, Monday/Tuesday 2:30pm-11:00pm West Boylston, MA
Support Staff- 18 hour	Sunday 5:00am-11:00pm, Monday 4:00pm-10:00pm, Wednesday 4:00pm-11:00pm West Boylston, MA
Support Staff-18 hours	Friday 3:00pm-9:00pm, Saturday 5:00pm-11:00pm, Sunday 9:00pm- 3:00 pm 12Littleton, MA
Asleep Overnight Support Staff- 40 hours Internal close date: 3/6/15	Monday, Tuesday, Wednesday, Thursday 11:00pm-9:00am Northboro, MA
Personal Support Specialist – 20 hours	Monday/Tuesday/Wednesday/Thursday/Friday 3:00pm - 7:00pm Holliston, MA
Administrative Office/Other	

Billing and A/R Specialist- 40 hours [Franklin Admin Office 8 Forge Park Way. Franklin, MA](#)

Essential Functions and Responsibilities:

- 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
- Process and manage all amendments and recontracting processes including annualizing funds amended in prior fiscal year

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

AFC Registered Nurse- 30 hours [Norfolk, Worcester and Bristol counties](#)

Essential Functions and Responsibilities:

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.

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

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 –
33.5 hours

- 32.5 hours Monday- Friday 8:30am-3:00pm
 - 33.5 hours Monday/Tuesday/Thursday/Friday 8:30am-3:00pm, Wednesday 8:30am-4:00pm
 - 40 hours Monday-Friday 8:00am-4:00pm
- Location: **Millbury Day Habilitation Center**
[6 Latti Farm Road, Millbury, MA](#)

Support Specialist- 40
hours

- 40 hour Monday- Friday 8:00am-4:00pm
- Location: **Millbury Employment Center**
[6 Latti Farm Road, Millbury, MA](#)

Support Specialist- 35
and 37.5 hours

- 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
 - 35 hours Monday-Friday 7:00am-2:00pm
- Location: **Sterling Employment Center**
[3 Bartlet’s Pond Way, Sterling, MA](#)

Plainville Day Habilitation Center: Occupational Therapist- 4 hours per week

The candidate will work as part of the program interdisciplinary team, providing evaluations for the participants needs in the area of, activities of daily living, fine motor, and perceptual motor and gross motor skills. Participate as a member of the team to design and implement instructional programs on both an individual and group basis to meet each individual's functional therapeutic needs in conjunction with valued social roles, determining occupational therapy needs and goals and objectives for individuals in the Day Habilitation Program.

Qualifications:

- BA degree in Occupational Therapy
- Currently licensed by the Massachusetts Board of Registration in Allied Health Professions
- Must have one (1) year of work experience working in a program for persons with either mental retardation or developmental disabilities
- Valid driver's license required

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

**To apply for any of the above positions, please email
your applications to Jobs@HMEA.org**

CHILDREN'S SERVICES

1:1 Assistant Darnell School

The 1:1 Assistant assists in the implementation of teaching strategies, instructional plans and behavior support plan. As well, this position serves as a case manager and parent trainer for assigned students. Qualifications: Bachelors Degree with relevant ABA experience. Candidate must have a valid Driver's License, use of a reliable vehicle and be able to meet the acceptable driver status as determined by HMEA auto insurance carrier.

To apply send resume to: Jan Bolton, Educational Administrator 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 Childrenservicesjobs@hmea.org**