

# HMEA JOB OPPORTUNITIES



**Date Posted: March 30, 2015**

JOB TITLE	HOURS/LOCATIONS
<b>RESIDENTIAL PROGRAMS:</b>	
<b>Attleboro Area</b>	
<b>Support Staff- 16 hours</b> <i>Female applicants encouraged to apply</i>	Friday 3:00pm-11:00pm, Saturday 9:00am-5:00pm Attleboro, MA
<b>Asleep Overnight Support Staff- 20 hours</b> <i>Female applicants encouraged to apply</i>	Saturday, Sunday 11:00pm-9:00am Attleboro, MA
<b>Float Support Staff - 40 hours</b>	Attleboro, Franklin, Norfolk, Medway Float Support Staff: Flexible Schedule
<b>Raynham</b>	
<b>Awake Overnight Support Staff- 40 hours</b> <i>Female applicants encouraged to apply</i>	Sunday, Monday, Tuesday, Wednesday 11:00pm-9:00am Swansea, MA
<b>Support Staff-37 hours</b>	Saturday 9a-3p , Sunday 9:30a-3p , Monday 4p-11:30p ; Thursday and Friday 2:30p-11:30p Norton, MA
<b>Float Support Staff-20 hours</b>	2nd and 3rd Shift Float Fall River/ Swansea/ Attleboro
<b>Support Staff- 14 hours</b> (New) Internal Close Date: 3/18/15	Saturday 5:00pm-11:00pm, Sunday 9:00am-5:00pm 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 Franklin, MA
<b>Awake Overnight Support Staff- 30 hours</b> (New)InternalCloseDate: 4/6/15	Schedule to be determined Franklin, MA
<b>Awake Overnight Support Staff</b> 30 hours <i>Female applicants encouraged to apply</i>	Thursday/Friday/Saturday 11:00pm-9:00am Franklin, MA
<b>Support Staff- 22 hours</b>	Saturday 5:00pm-11:00pm, Monday/Tuesday 3:00pm-11:00pm Franklin, MA
<b>Support Staff- 16 hour</b>	Saturday 12:00pm-8:00pm, Sunday 2:00pm-10:00pm Franklin, MA
<b>Uxbridge</b>	
<b>Assistant Manager- 40 hours</b>	Saturday 3:00pm-11:00pm, Sunday 4:30pm-10:30pm, Monday 2:30pm-

	10:30pm, Tuesday/ Wednesday 2:00pm-11:00pm <a href="#">Oxford, MA</a>
<b>Float Support Staff -40 hours</b>	Areas include: Gardner, Oxford, Grafton, Douglas, Northbridge Schedule to be determined
<b>Support Staff-20 hours</b> <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 <a href="#">Oxford, 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- 6 hours</b>	Friday, Saturday, Sunday 7:00pm-9:00pm <a href="#">Gardner, MA</a>
<b>Worcester</b>	
<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>General Ledger Accountant – 40 hours</b> <a href="#">Franklin Administrative Office 8 Forge Park Way, Franklin, MA</a> 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-pays. 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><b>Requirements:</b> Bachelor's degree in related field with 3-4 years experience including supervisory experience preferred</p>	
<p><b>AFC Registered Nurse- 30 hours</b> <a href="#">Norfolk, Worcester and Bristol Counties</a> <b>Essential Functions and Responsibilities:</b> 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><b>Minimum Qualifications:</b> 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>	

**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- 40 hours**

- 40 hour Monday- Friday 8:00am-4:00pm  
Location: **Hopedale Employment Center**  
[7 Charles View Road. Hopedale, MA](#)

**Support Specialist – 33.5 hours, 40 hours**

- 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 30 hours**

- 30 hours: Monday-Friday 8:30am-2:30pm  
Location: **Sterling Employment Center**  
[3 Bartlet’s Pond Way. Sterling, MA](#)

**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.

**Experienced LPN needed for 20 hours, Mon- Fri, no holidays! Hours tentatively, 11am – 3pm**

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.

DD/MH experience preferred, Day Hab experience a plus. Salary based on experience.

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

### **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](mailto: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](mailto:JanBolton@hmea.org)

### **Administrative Assistant- Hudson, MA**

#### Essential functions and Responsibilities:

Demonstrate knowledge of, and commitment to, agency mission and values. Comply with agency policies and practices. Interact with others in a respectful and professional manner at all times. Provide phone coverage, and take appropriate action with messages. Copy. Maintain and update files. Distribute mail. Maintain and monitor petty cash, and other budget line items as requested. Determine need for, and order, all office supplies. Attend meetings as required. Maintain agency standards of confidentiality. Submit payroll. Submit monthly attendance for supported individuals. Monitor and schedule inspections and trainings as requested. Process paperwork necessary for Human Resources. Process paperwork necessary for Business Office. Perform other reasonably related duties as required

#### Minimum Qualifications:

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

<p><b>Behavior Therapist-</b> multiple openings due to expansion.</p>	<p>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></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>* Bachelor's degree in related field is required for FT employees</li> <li>* Vehicle required</li> <li>* Experience with ABA is preferred</li> </ul>
<p><b>Board Certified Behavior Analyst, BCBA – 40 hours</b></p>	<p>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.</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>* Master's Degree</li> <li>* Demonstrated experience working with children with autism</li> <li>* BCBA</li> </ul> <p>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.</p> <p>Location: <b>Central Mass, Southeast MA</b></p>
<p style="text-align: center;"><b>To apply for any of the Children's Services positions, please email your applications to <a href="mailto:Childrenservicesjobs@hmea.org">Childrenservicesjobs@hmea.org</a></b></p>	