

HMEA JOB OPPORTUNITIES



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

Date Posted: June 2, 2015	
JOB TITLE	
HOURS/LOCATIONS	
RESIDENTIAL PROGRAMS:	
Attleboro Area	
Float Support Staff - 40 hours	Attleboro, Franklin, Norfolk, Medway Float Support Staff: Flexible Schedule
Support Staff- 40 hours	Saturday/Sunday 5:00pm-11:30pm, Monday-Wednesday 2:30pm-11:30pm Norton, MA
Support Staff-29.5 hours	Saturday/Sunday 4:30pm-11:30pm, Thursday 5:00pm-11:30pm, Friday 2:30pm-11:30pm Norton, MA
Support Staff-28 hours	Saturday/Sunday 11:30pm-9:00am, Wednesday 3:30pm-11:30pm Norton, MA
Support Staff- 16 hours	Saturday 9:00am-5:00pm, Sunday 12:00pm-8:00pm Norton, MA
Raynham	
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
Awake Overnight Support Staff 30 hours <i>Female applicants encouraged to apply</i>	Thursday/Friday/Saturday 11:00pm-9:00am Franklin, MA
Support Staff- 40 hours	Saturday 9:00am-5:00pm, Sunday, Wednesday, Thursday, Friday 3:00pm-11:00pm Franklin, MA
Support Staff- 33 hours	Saturday, Tuesday, Wednesday 3:00pm-11:00pm, Sunday 5:00pm-11:00pm, Monday 3:00pm-7:00pm Fall River, MA
Uxbridge	
Float Support Staff -40 hours	Areas include: Gardner, Oxford, Grafton, Douglas, Northbridge Schedule to be determined
Support Staff- 40 hours	Saturday/Thursday 2:00pm-11:00pm, Sunday 9:00am-3:00pm, Tuesday/Wednesday 2:30pm-10:30pm Oxford, MA

Personal Support Staff- 8 hours <i>Female applicants encouraged to apply</i>	Saturday/Sunday 6:00pm-10:00pm Oxford, MA
Asleep Overnight Support Staff- 30 hours	Friday, Saturday, Sunday 10:30pm- 8:30am North Grafton, MA
Personal Support Staff- 16 hours	Saturday, Monday, Tuesday, Thursday 5:00pm-9:00pm North Grafton, MA
Personal Support Staff- 6 hours	Friday, Saturday, Sunday 7:00pm-9:00pm Gardner, MA

Worcester

Awake Overnight Support Staff- 30 hours	Thursday, Friday, Saturday 11:00pm-9:00am West Boylston, MA
Support Staff- 18 hours	Friday 3:00pm-9:00pm, Saturday 5:00pm-11:00pm, Sunday 9:00am-3:00pm Littleton, MA
Support Staff- 15 hours	Monday- Friday 6:00am-9:00am Littleton, MA
Personal Support Specialist – 20 hours	Monday/Tuesday/Wednesday/Thursday/Friday 3:00pm - 7:00pm Holliston, MA

Administrative Office/Other

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.

Hiring Manager: Jeanne Clapper

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- 40 hours	<ul style="list-style-type: none"> 40 hour Monday-Friday 8:00am-4:00pm 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 hours Monday- Friday 8:00am-4:00pm Location: Plainville Employment Center 1 George Street. Unit 4/5 Plainville, MA
Support Specialist- 40 hours	<ul style="list-style-type: none"> 40 hours Monday- Friday 8:00am-4:00pm Location: Bellingham Clinical Day Habilitation Center 15 North Main Street, Unit A8 Bellingham, MA
Support Specialist- 40 hours	<ul style="list-style-type: none"> 40 hours Tuesday-Friday 8:00am-4:00pm Saturday 8:30am-3:30pm Location: Bellingham Medical Habilitation Center 15 North Main Street, Unit A9/10 Bellingham, MA
Support Specialist –35 hour	<ul style="list-style-type: none"> 33.5 hour Monday- Friday 8:30am-3:00pm 35 hour Monday- Friday 8:30am-3:30pm 40 hour 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- 37.5 hours	<ul style="list-style-type: none"> (2)37.5 hour Monday-Friday 7:30am-3:00pm (2)37.5 hour Monday-Friday 8:30am-4:00pm Location: Sterling Day Habilitation Center 3 Bartlet's Pond Way. Sterling, MA
Support Specialist 30 hours	<ul style="list-style-type: none"> (2)30 hours: Monday-Friday 8:30am-2:00pm Location: Sterling Employment Center 3 Bartlet's Pond Way. Sterling, MA
Bellingham Medical Day Habilitation Center Program Supervisor- 40 hours Demonstrate knowledge of, and commitment to, agency mission and values. Promote the mission and values of HMEA through effective leadership. Promote teamwork; practice open communication and respect diversity. Hire, train, and supervise Developmental Specialists and Program RN. Oversee day-to-day operation of site including maintenance of building and vehicles, and ensure sufficient staff ratios. <i>Qualifications:</i> <ul style="list-style-type: none"> Bachelor's degree in related field 5 years' experience working with people with DD/MR 2 years supervisory experience Valid driver's license; Acceptable driving status as determined by HMEA insurance company Use of a reliable vehicle, which seats two passengers 	
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CHILDREN'S SERVICES

Lead Classroom Assistant- 37.5 hours [The Darnell School 15 South St. Hudson, MA](#)

- Develop and or implement teaching strategies and behavioral support plans to ensure compliance with students' IEP's
- Teach appropriate and assigned lesson plans
- Act as case manager for assigned students and conduct weekly home visits for those students
- Assist Head Teacher in assessment functions
- Transport students when and where needed
- Perform other reasonably related duties as assigned

Qualification:

- Master's degree in Special Education, Applied Behavior Analysis or related field preferred
- Bachelor's degree in Special Education, Applied Behavior Analysis or related field and two years additional experience may be substituted with approval from Vice President of Children and Transitional Services
- Three years' experience working with children with disabilities
- Valid driver's license and use of a reliable vehicle
- Acceptable driving status as determined by HMEA auto insurance carrier

[To Apply: email letter of interest and resume to \[JBolton@HMEA.org\]\(mailto:JBolton@HMEA.org\)](#)

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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