

HMEA Career Opportunities



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

Date Posted: September 8, 2015	
JOB TITLE	HOURS/LOCATIONS
RESIDENTIAL PROGRAMS:	
Residential East	
Float Support Staff - 40 hours	Attleboro, Franklin, Norfolk, Medway Float Support Staff: Flexible Schedule
Support Staff- 40 hours <i>Female applicants encouraged to apply</i>	Saturday/Sunday 9:00am-5:00pm, Monday/Tuesday/Friday 3:00pm-11:00pm Norfolk, MA
Support Staff- 30 hours <i>Female applicants encouraged to apply</i>	Wednesday/Thursday/Friday 3:00pm-11:00pm, Saturday 5:00pm-11:00pm Norfolk, MA
Support Staff- 19 hours	Friday 5:00pm-10:00pm, Saturday 5:00pm-11:00pm, Sunday 9:00am-5:00pm Norfolk, MA
Support Staff- 8 hours <i>Female applicants encouraged to apply</i>	Saturday 12:00pm-8:00pm North Attleboro, MA
Support Staff- 12 hours <i>Female applicants encouraged to apply</i>	Saturday 3:00pm-11:00pm, Monday 5:00pm-9:00pm North Attleboro, MA
Residential South	
Assistant Manager- 40 hours <i>Female applicants encouraged to apply</i>	Tuesday, Wednesday, Thursday, Friday 2:30pm-11:00pm, Saturday 9:00am-3:00pm Swansea, MA
Support Staff- 12 hours	Monday/Tuesday 4:30pm-8:30pm Wednesday 4:00pm-8:00pm 220 Oak St. Swansea, MA
Float Support Staff- 40 hours	Float between Attleboro, Franklin, Taunton, Swansea, Fall River
Asleep Overnight Support Staff- 40 hours	Sunday, Monday, Tuesday, Wednesday, Thursday 11:00pm-9:00am Franklin, MA
Assistant Manager-40 hours	Sunday 9:00am-5:00pm, Monday/Tuesday/Wednesday/Thursday 3:00pm-11:00pm 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- 28 hours <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

Personal Support Staff – 15 hours <i>Female applicants encouraged to apply</i>	Monday-Friday 6:00am-9:00am 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
Residential West	
Float Support Staff- 40 hours	Schedule to be determined Grafton, Gardner, Northbridge, Oxford and Douglas
Assistant Manager -40 hours	Friday, Saturday, Sunday, Monday, Tuesday 2:30pm-10:30pm Northbridge, MA
Awake Overnight Support Staff- 40 hours <i>Male applicants encouraged to apply</i>	Sunday, Monday, Tuesday, Wednesday 10:30pm-8:30am Northbridge, MA
Support Staff- 20 hours	Saturday 8:30am-1:30pm, Sunday 8:30am-3:30pm, Monday 3:00pm-7:00pm, Tuesday 3:00pm-8:00pm Oxford, MA
Personal Support Staff- 32 hours	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 Oxford, MA
Asleep Overnight Support Staff- 40 hours <i>Female applicants encouraged to apply</i>	Sunday, Monday, Tuesday, Wednesday 10:30pm-8:30am Oxford, MA
Support Staff- 20 hours <i>Female applicants encouraged to apply</i>	Saturday/Sunday 8:30am-2:30pm, Monday 2:30pm-10:30pm Bedford Drive. Grafton, MA
Program Manager- 40 hours	Monday 11:00am-7:00pm, Tuesday 9:00am-5:00pm, Wednesday 10:00am-6:00pm, Thursday 12:00pm-8:00pm, Friday 9:00am-5:00pm North Grafton, MA
Program Manager- 40 hours	Sunday 9:00am-5:00pm, Monday 10:00am-6:00pm, Tuesday 12:00pm-8:00pm, Wednesday 9:00am-5:00pm, Thursday 3:00pm-11:00pm Gardner, MA
Support Staff- 28 hours	Friday 3:00pm-11:00pm, Saturday 5:00pm-11:00pm, Sunday 5pm-11:00pm, Monday 3:00pm-11:00pm Gardner, MA
Support Staff- 12 hours	Saturday/Sunday 5:00pm-11:00pm Gardner, MA
Residential North	
Support Staff- 40 hours	Saturday 8:30am-4:30pm, Sunday 2:30pm-10:30pm, Monday/Tuesday/Wednesday 2:30pm-10:30pm Holliston, MA
Program Manager- 40 hours	Sunday 9:00am-5:00pm, Monday 2:30pm-11:00pm, Tuesday 9:30am-5:00pm, Wednesday 9:00am-5:00pm, Thursday 10:00am-6:00pm West Boylston, MA
Support Staff- 5 hours	Sunday 6:00pm-11:00pm West Boylston, MA
Support Staff- 23 hours	Saturday 3-11:00pm, Wednesday, Thursday, Friday 4:00pm, 9:00pm 16 Maranook Rd.
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
Support Staff- 12 hours (New)	Saturday, Sunday 9:00am-3:00pm Littleton, MA

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- 24 hours	<ul style="list-style-type: none"> • 24 hour Monday-Thursday 9:00am-3:00pm Location: Bellingham Clinical Day Habilitation Center 15 North Main St, Unit A8. Bellingham, MA
Support Specialist- 40 hours	<ul style="list-style-type: none"> • Tuesday- Saturday 8:00am-4:00pm Location: Bellingham Medical Day Habilitation Center 15 North Main St, Unit A9/A10. Bellingham, MA
Support Specialist- 35 hours	<ul style="list-style-type: none"> • 35 hours Monday-Friday 9:00am-4:00pm Location: Plainville Day Habilitation Center 1 Wilkins Drive. Plainville, MA
Support Specialist- 32, 40 hours	<ul style="list-style-type: none"> • 32 hours Tuesday-Friday 8:00am-4:00pm • 40 hours Tuesday- Saturday 8:00am-4:00pm Location: Plainville Employment Center 1 George St, Unit 4/5 Plainville, MA
Support Specialist- 32 hours	<ul style="list-style-type: none"> • 32 hours Monday-Wednesday 9:00am-3:00pm, Thursday, Friday 9:00am-4:00pm Location: Hopedale Employment Center 7 Charles View Road. Hopedale, MA
Support Specialist –35 hour	<ul style="list-style-type: none"> • 32.5 hour Monday- Friday 8:30am-3:00pm Location: Millbury Day Habilitation Center 6 Latti Farm Road. Millbury, MA
Support Specialist- 30, 40 hours	<ul style="list-style-type: none"> • 30 hour Monday- Friday 8:30am-2:30pm • 40 hours Monday-Friday 8:00am-4:00pm Location: Millbury Employment Center 6 Latti Farm Road. Millbury, MA
Support Specialist- 37.5 hours <i>Male applicants encouraged to apply</i>	<ul style="list-style-type: none"> • (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"> • 30 hours: Monday-Friday 8:30am-2:30pm Location: Sterling Employment Center 3 Bartlet's Pond Way. Sterling, MA

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

Demonstrate knowledge of, and commitment to, agency mission and values. 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. Support Director of Adult Services, V.P.'s of Adult and Children's Services

Process and manage all amendments and recontracting processes including annualizing funds amended in prior fiscal year. Communicate directly with program staff and DDS when necessary

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

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

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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

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.

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**