

HMEA JOB OPPORTUNITIES



Date Posted: January 29, 2015

JOB TITLE	HOURS/LOCATIONS
RESIDENTIAL PROGRAMS:	
Attleboro Area	
Support Staff-20 hours (NEW) <i>Internal Close Date: 1/12/15</i>	Saturday/Sunday 5:00pm-11:00pm, Thursday 3:00pm-11:00pm, 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	
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
Support Staff-16 hours	Saturday 9:00am-5:00pm, Sunday 12:00pm-8:00pm Norton, MA
Support Staff-37 hours <i>Female applicants encouraged to apply</i>	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
Program Manager- 40 hour(New) <i>Internal Close Date: 2/5/15</i>	Sunday/Thursday 3:00pm-11:00pm, Monday- Wednesday 8:30am-4:30pm Franklin, MA
Personal Support Staff – 12.5 hours <i>Female applicants encouraged to apply</i>	Saturday 6:00pm-10:00pm, Sunday 9:30am-2:30pm, Friday 6:00pm-10:00pm Franklin, MA
Awake Overnight Support Staff 30 hours <i>Female applicants encouraged to apply</i>	Wednesday, Thursday, Friday, 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- 22 hours (New) <i>Internal Close Date: 2/5/15</i>	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 192 A Brook Street, Franklin, MA
Uxbridge	
Program Manager-40 hours Internal close date: 11/21/14 <i>Female applicants encouraged to apply</i>	Sunday 8:30am-4:30pm, Monday-Wednesday 9:00am-5:00pm, Thursday 2:30pm-10:30pm Grafton, MA
Support Staff-40 hours <i>Female applicants encouraged to apply</i>	Saturday, Sunday, Monday, Tuesday, Friday 2:30pm-10:30pm Grafton, MA
Program Manager-40 hours Internal close date: 11/24/14	Sunday/Wednesday 9:00am-5:00pm, Tuesday 12:00pm-8:00pm, Thursday 3:00pm-11:00pm Gardner, MA
Assistant Manager-40 hours Internal close date: 12/9/14	Schedule to be determined 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
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	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- 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	

Franklin Administrative Office: Office Manager- 30 hours

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

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 specifying this RN position in subject line.

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 hours Monday-Friday 8:00am-4:00pm Location: Millbury Day Habilitation Center 6 Latti Farm Road. Millbury, MA
Support Specialist – 30 and 35 hours	<ul style="list-style-type: none">• 35 hours Monday-Friday 8:30am-3:30pm Location: Millbury Employment Center 6 Latti Farm Road. Millbury, MA
Support Specialist- 35 and 37.5 hours	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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

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

Darnell School: Lead Classroom Assistant- Monday- Friday 37.5 hours

Qualifications:

- 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

Responsibilities:

- 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

To Apply: Please send letter of interest and resume to 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 above positions, please email your applications to Jobs@HMEA.org