

HMEA JOB OPPORTUNITIES



Date Posted: February 25, 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	
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
Float Support Staff-20 hours	2 nd and 3 rd 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-2:00pm, 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) <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 Franklin, MA

Uxbridge	
Float Support Staff	Areas include: Gardner, Oxford, Grafton, Douglas, Northbridge Schedule to be determined
Program Manager -40 hours <i>Internal close date: 11/21/14</i> <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
Assistant Manager - 40 hours	Sunday 3:00pm-11:00pm, Monday/Thursday 2:00pm-9:00pm, Tuesday/Wednesday 2:00pm-11:00pm East Douglas, MA
Assistant Manager -40 hours <i>Internal close date: 12/9/14</i>	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
Awake Overnight Support Staff - 40 hours	Sunday, Monday, Tuesday, Wednesday 10:30am-8:30pm Northbridge, MA
Support Staff - 38 hours <i>Internal close date: 2/19/14</i>	Saturday 8:30am-4:30pm, Sunday 4:30pm-10:30pm, Monday/Thursday/Friday 2:30pm-10:30pm N. Grafton, MA
Support Staff -20 hours <i>Internal close date: 10/13/14</i>	Monday-Friday 10:45am-2:45pm N. Grafton, MA
Support Staff -20 hours <i>Internal close date: 11/27/14</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 Littleton, MA
Asleep Overnight Support Staff - 40 hours <i>Internal close date: 3/6/15</i>	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	

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 –
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	<ul style="list-style-type: none"> • 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
<p>Plainville Day Habilitation Center: Occupational Therapist- 4 hours per week</p> <p>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.</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • 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 	
<p>Developmental Specialist - 40 hours (<i>two openings in Sterling</i>)</p> <p>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.</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • 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 <p>Locations: (2) Sterling Day Habilitation Center 3 Bartlet's Pond Way, Sterling, MA</p> <ul style="list-style-type: none"> • 35 hours: Monday-Friday 8:00am-3:00pm 	
CHILDREN'S SERVICES	
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. <u>Qualifications</u> <ul style="list-style-type: none"> * 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**