

# HMEA JOB OPPORTUNITIES



<b>Date Posted: December 1, 2014</b>	
<b>JOB TITLE</b>	<b>HOURS/LOCATION</b>
<b>RESIDENTIAL PROGRAMS:</b>	
<b>Attleboro Area</b>	
<b>Awake Overnight Support Staff- 30 hours</b>	Friday, Saturday, Sunday 11:00pm-9:00am <a href="#">Attleboro, MA</a>
<b>Asleep Overnight Support Staff- 30 hours</b> <i>Female applicants encouraged to apply</i>	Thursday 10:00pm-8:00am, Friday/Saturday 11:00pm-9:00am <a href="#">Medway, MA</a>
<b>Asleep Overnight Support Staff- 40 hours</b> <i>Female applicants encouraged to apply</i>	Sunday-Wednesday 11:00pm-9:00am <a href="#">Norfolk, MA</a>
<b>Float Support Staff- 40 hours</b>	Attleboro, Franklin, Norfolk, Medway Float Support Staff: Flexible Schedule
<b>Support Staff - 14 Hours</b> <i>Female applicants encouraged to apply</i>	Saturday 9:00am-5:00pm, Sunday 9:00am-3:00pm <a href="#">Franklin, MA</a>
<b>Raynham</b>	
<b>Assistant Manager- 40 hours</b> <b>(NEW)</b> Internal close date: 12/5/14	Sunday 9:00am-5:00pm, Monday-Thursday 3:00pm-11:00pm <a href="#">Franklin, MA</a>
<b>Assistant Manager- 40 hours</b>	Saturday 9:00am-3:00pm, Tuesday/Wednesday/Thursday/Friday 2:30pm-11:00pm <a href="#">Swansea, MA</a>
<b>Support Staff- 21 hours</b> <b>(NEW)</b> Internal close date: 11/5/14	Friday 4:00pm-9:00pm, Saturday/Sunday 3:00pm-11:00pm <a href="#">Swansea, MA</a>
<b>Personal Support Staff- 8 hours</b> Internal close date: 10/30/14	Saturday/Sunday 9:00am-1:00pm <a href="#">Swansea, MA</a>
<b>Support Staff- 16 hours</b> <i>Female applicants encouraged to apply</i>	Saturday 9:00am-5:00pm, Sunday 12:00pm-8:00pm <a href="#">Norton, MA</a>
<b>Awake Overnight Support Staff- 28 hours</b> <b>(NEW)</b> Internal close date: 11/11/14	Saturday, Sunday 11:30pm-9:30am, Wednesday 3:30pm-11:30pm. <a href="#">Norton, MA</a>

<b>Personal Support Staff- 20 hours</b> <i>Female applicants encouraged to apply</i>	Tuesday-Thursday 2:30pm-8:00pm, Friday 3:30pm-8:00pm Norton, MA
<b>Float Support Staff- 20 hours</b>	2 <sup>nd</sup> and 3 <sup>rd</sup> Shift Float Fall River/ Swansea/ Attleboro
<b>Float Support Staff- 20 hours</b>	2 <sup>nd</sup> and 3 <sup>rd</sup> Shift Float Franklin/ Franklin/ Franklin
<b>Personal Support Staff- 15 hours</b>	Monday- Friday 6:00am-9:00am Franklin, MA
<b>Support Staff- 22 hours</b> Internal close date: 11/14/14	Friday/Saturday 3:00pm-11:00pm, Sunday 5:00pm-11:00pm Franklin, MA
<b>Uxbridge</b>	
<b>Program Manager- 40 hours</b> 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
<b>Support Staff- 40 hours</b> Internal close date: 12/15/14 <i>Female applicants encouraged to apply</i>	Saturday/Sunday 8:30am-2:30pm, Monday 2:30pm-10:30pm Grafton, MA
<b>Support Staff- 20 hours</b> Internal close date: 12/15/14 <i>Female applicants encouraged to apply</i>	Schedule to be determined Grafton, MA
<b>Program Manager- 40 hours</b> Internal close date: 11/24/14	Sunday/Wednesday 9:00am-5:00pm, Tuesday 12:00pm-8:00pm, Thursday 3:00pm-11:00pm Gardner, MA
<b>Assistant Manager- 40 hours</b> <b>(NEW)</b> Internal close date: 12/15/14	Sunday 3:00pm-11:00pm, Monday/Thursday 2:00pm-9:00pm, Tuesday/Wednesday 2:00pm-11:00pm East Douglas, MA
<b>Assistant Manager- 40 hours</b> Internal close date: 11/14/14	Saturday/Sunday 3:00pm-10:30pm, Monday/Tuesday 2:30pm-11:00pm, Friday 2:30pm-10:30pm Northbridge, MA
<b>Assistant Manager- 40 hours</b> <b>(NEW)</b> Internal close date: 12/9/14	Schedule to be determined Oxford, MA
<b>Support Staff- 20 hours</b> Internal close date: 10/13/14	Monday- Friday 10:45am-2:45pm N. Grafton, MA
<b>Support Staff Asleep Overnight- 30 hours</b> Internal close date: 10/13/14	Thursday, Friday, Saturday 11:00pm-9:00am Gardner, MA

<b>Awake Overnight Support Staff-</b> 40 hours (NEW) Internal close date: 11/28/14	Sunday, Monday, Tuesday, Wednesday 11:00pm-9:00am <a href="#">Oxford, MA</a>
<b>Support Staff- 20 hours (NEW)</b> 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 <a href="#">Oxford, MA</a>
<b>Awake Overnight Support Staff-</b> 40 hours (NEW) Internal close date: 12/15/14 Male applicants encouraged to apply	Sunday- Wednesday 11:00pm-9:00am <a href="#">Oxford, MA</a>

## Worcester

<b>Program Manager-</b> 40 hours (NEW) Internal close date: 11/5/14	Sunday 9:00am-3:00pm, Monday/Tuesday 9:00am-5:00pm, Wednesday 9:00am-7:00pm, Thursday 3:00pm-11:00pm <a href="#">Northborough, MA</a>
<b>Support Staff-</b> 18 hours	Friday 3:00pm-9:00pm, Saturday/Sunday 12:00pm-6:00pm <a href="#">Littleton, MA</a>
<b>Support Staff-</b> 22 hours	Sunday 4:30pm-10:30pm, Tuesday/Thursday 2:30pm-10:30pm <a href="#">Holliston, MA</a>
<b>Personal Support Specialist</b> – 20 hours	Monday/Tuesday/Wednesday/Thursday/Friday 3:00pm-7:00pm <a href="#">Holliston, MA</a>

## Administrative Office/Other

**Autism Resource Center of Central Massachusetts Development and Event Planner**  
Organize and implement special events as signature fundraisers for the center as well as special social events for families served by the center.

*Responsibilities:* Expand the organizational financial resources by increasing and diversifying the donors' base in the organization: provide technical support to the organizational fundraising strategy and fundraising plan, provide technical and administrative support to the current fundraising activities.

*Requirements:* BA required, marketing and communications preferred. Three years of demonstrated experience in fundraising and event planning. excellent written and verbal communication skills, familiarity with fundraising programs and database applications, skills in marketing and public relations specific to online and social media and proficiency in Microsoft Word, Excel, Publisher Power Point and Word Press .

**Adult Family Care Case Manager**

Seeking a 30 hour Case Manager in the Adult Family Care (AFC) (30 hour with potential to expand to 40 hour position). Candidate will work independently and within the AFC team to ensure appropriate services for assigned participants in AFC program. Candidate must be available early morning and late afternoon/early evening hours for home visits.

The AFC Case Manager will be a primary agency contact for AFC care providers. The Case Manager will work with the Caregiver to insure that participants receive appropriate support in living a full life, including social, spiritual, cultural, recreational and personal endeavors.

*Requirements:* Bachelor's degree with two years' experience in the care of disabled or elderly persons. Valid driver's license and acceptable driving status.

**Bilingual Case Manager(Spanish)- 35-40 hours**

Responsible for managing and supporting a varied caseload of families of children and young adults (3-25 yrs.) with complex medical and developmental needs as determined by and eligible for DDS services. Responsibilities include assisting families by identifying challenges, finding solutions and resources, providing information, referral and support, accessing and navigating multiple state systems and community resources. These responsibilities must be accomplished by consistent, (at least) monthly contact with the families; in person in their homes, school and hospital settings, over the telephone and through other available technologies. Individual must also be able to work from a home office based within the Metro Boston region (Suffolk, Middlesex and Norfolk counties)

**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.

<b>Support Specialist-</b> 20 hours	<ul style="list-style-type: none"> <li>• 20 hours Monday, Tuesday, Wednesday, Friday 9:00am-2:00pm</li> </ul> Location: <b>Hopedale Employment Center</b> <a href="#">7 Charles View Road. Hopedale, MA</a>
<b>Support Specialist -</b> 35 hours	<ul style="list-style-type: none"> <li>• 35 hours Monday-Friday 8:30am-3:30pm</li> </ul> Location: <b>Millbury Employment Center</b> <a href="#">6 Latti Farm Road. Millbury, MA</a>
<b>Support Specialist-</b> 32.5 hours <b>(NEW)</b>	<ul style="list-style-type: none"> <li>• 32.5 hours Monday-Friday 8:30am-3:00pm</li> </ul> Location: <b>Millbury Day Habilitation Center</b> <ul style="list-style-type: none"> <li>• <a href="#">6 Latti Farm Road. Millbury, MA</a></li> </ul>
<b>Support Specialist -</b> 30 hours <b>(NEW)</b>	<ul style="list-style-type: none"> <li>• 35 hours Monday-Friday 8:30am-2:30pm</li> </ul> Location: <b>Sterling Day Habilitation Center</b> <ul style="list-style-type: none"> <li>• <a href="#">3 Bartlet's Pond Way. Sterling, MA</a></li> </ul>

<b>Support Specialist -</b> 35 hours <b>(NEW)</b>	<ul style="list-style-type: none"> <li>• 35 hours Monday-Friday 8:00am-3:00pm</li> </ul> Location: <b>Sterling Employment Center</b> <a href="#">3 Bartlet's Pond Way. Sterling, MA</a>
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**Developmental Specialist-** 40 hours (*two openings: Sterling and Millbury MA*)  
 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:** [Sterling Day Habilitation Center 3 Bartlet's Pond Way. Sterling, MA](#) **AND** [Millbury Day Habilitation Center 6 Latti Farm Road. Millbury, MA](#)

## CHILDREN'S SERVICES

<b>Behavior Therapist-</b> 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 <b>Boston, Metro West, South East and Central MA.</b>  <u>Qualifications</u> * Bachelor's degree in related field is required for FT employees * Vehicle required * Experience with ABA is preferred
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<b>Board Certified Behavior Analyst, BCBA</b> – 40 hours in Boston area. Part-time in Central and Southeast 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. 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.  <u>Requirements:</u> * 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. <b>Location: Central Mass, Greater Boston and Southeast MA</b>
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To apply for any of the above positions, please email your applications to [jobs@hmea.org](mailto:jobs@hmea.org)