

HMEA JOB OPPORTUNITIES



Date Posted: August 25, 2014	
JOB TITLE	
HOURS/LOCATION	
RESIDENTIAL PROGRAMS:	
Attleboro Area	
Support Staff- 34 hours (NEW) <i>Internal close date: 9/5/14</i>	Saturday 3:00pm-11:00pm, Sunday 1:00pm-11:00pm, Wednesday/ Thursday 4:00pm-9:00pm, Friday 4:00pm-10:00pm North Attleboro, MA
Support Staff- 16 hours	Monday/Tuesday/Wednesday 9:00am-3:00pm Attleboro, MA
Support Staff - 14 Hours <i>Female applicants encouraged to apply</i>	Saturday 9:00am-5:00pm, Sunday 9:00am-3:00pm Franklin, MA
Support Staff Asleep Overnight- 30 Hours <i>Female applicants encouraged to apply</i>	Thursday, Friday, Saturday 11:00pm-9:00am Franklin, MA
Support Staff Asleep Overnight- 30 hour <i>Female applicants encouraged to apply</i>	Thursday 10:00pm-8:00am, Friday 11:00pm-9:00am, Saturday 11:00pm-9:00am Medway, MA
Support Staff - 22 hours	Friday 3pm -11pm, Saturday 5pm - 11pm, Sunday 9:00am-5:00pm Medway, MA
Raynham	
Assistant Manager- 40 hours	Saturday 9:00am-3:00pm, Tuesday/Wednesday/Thursday/Friday 2:30pm-11:00pm Swansea, MA
Personal Support Staff- 20 hours <i>Female applicants encouraged to apply</i>	Tuesday-Thursday 2:30pm-8:00pm, Friday 3:30pm-8:00pm Norton, MA

Support Staff- 40 hours	Saturday/ Sunday 5:00pm-11:30pm, Monday/ Tuesday/Wednesday 2:30pm-11:30pm 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
Support Staff- 40 hours	Float Support Staff in the Raynham area
Support Staff- 16 hours	Saturday 12:00pm-8:00pm, Sunday 2:00pm- 10:00pm Franklin, MA
Support Staff- 15 hours	Monday- Friday 6:00am-9:00am Franklin, MA
Uxbridge	
Support Staff Asleep Overnight – 30 hours	Friday, Saturday, Sunday 10:30pm-8:30am North Grafton, MA
Support Staff Asleep Overnight- 30 hours	Thursday, Friday, Saturday 10:30pm-8:30am Oxford, MA
Worcester	
Program Manager- 40 hours \$2K SIGN ON BONUS	Monday/ Wednesday/Friday 9:00am-5:00pm, Tuesday/Thursday 11:00am-7:00pm Littleton, MA
Support Staff- 15 hours	Monday- Friday 6:00am-9:00am Littleton, MA
Support Staff- 22 hours	Sunday 4:30pm-10:30pm, Tuesday/Thursday 2:30pm-10:30pm Holliston, MA
Personal Support Specialist – 20 hours	Monday/Tuesday/Wednesday/Thursday/Friday 3:00pm-7:00pm Holliston, MA

Support Staff- 32 hours	Tuesday 4:00pm-10:00pm, Wednesday 2:30pm-10:30pm, Friday 2:30pm-10:30pm, Saturday 12:30pm-10:30pm, Sunday 8:30am-2:30pm Holliston, MA
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Administrative Office/Other

Assistant Director of Nursing Services – 40 hour Monday-Friday Franklin, MA

Working in conjunction with the Director of Nursing Services to provide; supervision of assigned nursing team members, policy and procedure development, creation of standardized trainings, auditing of program nursing documentation, attending referral meetings, compiling information on new admissions, and other responsibilities as designated by the Director of Nursing Services.

Candidates for this position should have considerable nursing experience within the field of Developmental Disabilities and have had experience supervising other nurses working with this population. With a background that includes the creation of training materials as well as the development of policies and procedures.

Salary is commensurate with experience. Please send resume to nchiler@hmea.org

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- 32.5 hours, 35 hours	<ul style="list-style-type: none"> • 35 hour Monday-Friday 8:30am-3:00pm Location: Sterling Day Habilitation Center 3 Bartlet’s Pond Way. Sterling, MA
Support Specialist- 30 hours	<ul style="list-style-type: none"> • (3) Monday- Friday 8:30am-2:30pm Location: Sterling Employment Center 3 Bartlet’s Pond Way. Sterling, MA
Support Specialist- 35 hours	<ul style="list-style-type: none"> • 35 hour Monday-Friday 8:30am-3:30pm • 40 hour Mon-Fri 8:00am-4:00pm Location: Bellingham Day Habilitation Center 15 North Main St. Unit A9/A10
Support Specialist- 35 hours <i>Female applicants encouraged to apply</i>	<ul style="list-style-type: none"> • 35 hours Monday-Friday 9:00am-4:00pm Location: Plainville Day Habilitation Center 1 Wilkins Drive. Plainville, MA

<p>Support Specialist - multiple shifts 37.5 hours, 40 hours</p>	<ul style="list-style-type: none"> • 37.5 hours Support Staff Monday-Friday 8:00am-3:30pm • 37.5 hours 1:1 Support Staff Monday- Friday 8:00am-3:30pm • 40 hour 1:1 Support Staff Mon-Fri 8:00am-4:00pm <p>Location: Millbury Employment Center 6 Latti Farm Road, Millbury, MA</p>
<p>Support Specialist – 32 hour, 35.5 hour</p>	<ul style="list-style-type: none"> • 32 hour Monday/Tuesday/Thursday/Friday 8:30am-2:30pm, Wednesday 8:30am-4:00pm • 35.5 hours Monday/Tuesday/Thursday • Friday 8:30am-3:30pm, Wednesdays 8:30am-4:00pm <p>Location: Millbury Day Habilitation Center 6 Latti Farm Road, Millbury, MA</p>
<p>Administrative Assistant Monday- Friday 8:00am-4:00pm</p>	<p><u>Requirements</u> High school diploma or equivalency Two years of clerical experience in professional office setting</p> <p><u>Responsibilities</u> Provide phone coverage, and take appropriate action with messages, Copy, Maintain and update files Distribute mail, Maintain and monitor petty cash, and other budget line items as requested, Submit payroll, EIM billing experience, Process paperwork necessary for Human Resources and Business Office</p> <p>Location: Plainville, MA</p>

Shared Living

<p>Community Companion- Part time in Milford, MA</p>	<p>Community Companions to work with two women in the Milford area in a Shared Living arrangement</p> <ul style="list-style-type: none"> • Supporting the women to participate in activities that they are currently involved with and seek out new opportunities of interest. • Evenings and weekend hours <p><u>Requirements include, but are not limited to:</u></p> <ul style="list-style-type: none"> • CPR & First Aid Certification • Valid driver’s license • Acceptable driving record • CORI check • Reliable vehicle that can comfortably accommodate two passengers
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CHILDREN'S SERVICES

<p>Lead Classroom Assistant- 37.5 hours (NEW)</p>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • 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 <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • 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
<p>Clinical Coordinator – 40 hours</p>	<p><u>Qualifications:</u></p> <p>Bachelor’s degree in Special Education, Psychology, Applied Behavior Analysis or related field BCaBA certified preferred At least two years implementing ABA programs for children with autism Staff supervision experience preferred Valid driver’s license and use of a reliable car Acceptable driving status as determined by HMEA auto insurance carrier</p> <p><u>Responsibilities:</u></p> <p>Assess skill levels and behavioral support needs of children on caseload Develop and/or implement teaching strategies and behavioral support plans in compliance with student’s IEP’s Train staff in provision of direct services Supervise and evaluate staff Monitor and analyze data Consult with families and other professionals</p> <p>Position requires daily travel within greater Worcester area.</p>

<p>Board Certified Behavior Analyst, BCBA – 40 hours</p>	<p>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.</p> <p><u>Requirements:</u> Master's Degree Demonstrated experience working with children with autism BCBA</p> <p>We offer a collegial atmosphere where behavior analysis learning is supported; opportunities exist for participation in research and conference presentations. 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 each week. Must be able to work up until 6 P.M. on some nights.</p> <p>Location: Central Mass, Greater Boston and Southeast MA</p>
<p>ABA Therapist- multiple openings</p>	<p>Seeking motivated individuals with experience working with children with autism/PDD to be home-based ABA instructors.</p> <p>Full and part time opportunities in the Boston, Brockton Area (Waltham, Belmont, Newton, southeastern MA and also in the surrounding area), Franklin and Worcester.</p> <p><u>Qualifications</u> * Bachelor's degree in related field is required * Vehicle required Experience with ABA is preferred</p>
<p style="text-align: center;">To apply for any of the above positions, please email your applications to jobs@hmea.org</p>	

