

HMEA JOB OPPORTUNITIES

Millbury Open House- October 9th 4pm-7pm



Date Posted: September 22, 2014	
JOB TITLE	
HOURS/LOCATION	
RESIDENTIAL PROGRAMS:	
Attleboro Area	
Support Staff- 34 hours	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 - 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 - 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>(New) Internal close date: 9/11/14 Female applicants encouraged to apply</i>	Monday- Friday 4:00pm-8:00pm 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
Float Support Staff- 20 hours	2 nd and 3 rd Shift Float Fall River/ Swansea/ Attleboro
Float Support Staff- 20 hours	2 nd and 3 rd Shift Float Franklin/ Franklin/ Franklin

Personal Support Staff- 15 hours	Monday- Friday 6:00am-9:00am Franklin, MA
Support Staff- 40 hours (NEW) Internal close date: 9/25/14	Saturday/Tuesday/Wednesday 3:00pm-11:00pm, Sunday 9:00am-5:00pm Franklin, MA
Uxbridge	
Support Staff Awake Overnight- 40 hours (NEW) Internal close date: 9/16/14	Sunday-Wednesday 10:30pm-8:30am Northbridge, MA
Support Staff- 20 hours	Monday- Friday 10:45am-2:45pm North Grafton, MA
Program Manager- 40 hour	Sunday 8:30am-4:30pm, Monday- Wednesday 9:00am-5:00pm, Thursday 2:30pm-10:30pm North Grafton, MA
Worcester	
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
Administrative Office/Other	
<p>40 hour, M-F, RN 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.</p> <p>Candidates should be experienced RNs who possess critical thinking skills, skilled assessment ability, and well developed written and oral communication skills.</p> <p>If interested please send resume to nchiler@hmea.org specifying this position. More information about our agency can be found at www.HMEA.org.</p>	

Medical Coordinator- LPN, 40 HOUR, Mon – Fri

Experienced LPN needed for HMEA, an agency supporting individuals with Developmental Disabilities. This position involves meeting with Residential Managers and coordinating/attending needed appointments, procedures, and hospitalizations, as well as providing trainings and assessments. Some travel to Fall River area required. Ideal candidate would have experience with Developmentally Disabled individuals and knowledge of MAP. Good communication skills are essential, as well as an ability to work well as a team member.

Please send resume to Nancy Chiler RN, DON. nchiler@hmea.org or fax to 508-298-1454.

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- 35 hours, 40 hours	<ul style="list-style-type: none">• 35 hour Monday-Friday 8:30am-3:00pm• 40 hours Monday-Friday 8:00am-4:00pm 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 - 30 hours, 35 hours	<ul style="list-style-type: none">• (2) 35 hours Monday-Friday 8:30am-3:30pm• 30 hours Monday-Friday 8:30am-2:30pm Location: Millbury Employment Center 6 Latti Farm Road, Millbury, MA
Support Specialist – 30 hour	<ul style="list-style-type: none">• 30 hours Monday-Friday 8:30am-2:30pm Location: Millbury Day Habilitation Center 6 Latti Farm Road, Millbury, MA
Administrative Assistant Monday- Friday 8:00am-4:00pm	<u>Requirements</u> High school diploma or equivalency Two years of clerical experience in professional office setting <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 Location: Plainville, MA

<p>Developmental Specialist- 40 hours (NEW)</p>	<p><u>General Statement of Duties:</u> 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>Location: Sterling Day Habilitation Center 3 Bartlet’s Pond Way, Sterling, MA</p>
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CHILDREN'S SERVICES

<p>Board Certified Behavior Analyst, BCBA – 40 hours in Boston area. Part-time in Central and Southeast MA</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></p> <ul style="list-style-type: none"> * Master's Degree * Demonstrated experience working with children with autism * BCBA <p>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 each week. Must be able to work up until 6PM on some nights.</p> <p>Location: Central Mass, Greater Boston and Southeast MA</p>
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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, Metro West, South East and Central MA. <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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To apply for any of the above positions, please email your applications to jobs@hmea.org