

HMEA JOB OPPORTUNITIES



Date Posted: May 1, 2014	
JOB TITLE	Hours / Location
RESIDENTIAL PROGRAMS:	
Attleboro Area	
Support Staff- 28 hours (NEW)	Thursday/Friday 3:00pm-11:00pm, Saturday 5:00pm-11:00pm, Sunday 9:00am-3:00pm Attleboro, MA
Assistant Manager- 40 hours (NEW)	Sunday 9:00am-5:00pm, Monday/Tuesday/Thursday 3:00pm-11pm, Wednesday 11:00am-7:00pm Franklin, MA
Support Staff – 20 Hours	Saturday 9:00am-3:00pm Sunday 9:00am-3:00pm, Friday 3pm to 11pm Norfolk, MA
Support Staff – 26 Hours	Wednesday/Thursday 5pm-11pm, Friday 3:00pm-11:00pm, Saturday 5pm-11pm Norfolk, MA <i>Female applicants encouraged to apply</i>
Personal Support Specialist - 17 Hours	Monday-Friday 6am-8am, Monday and Friday 4pm-7:30pm Franklin, MA <i>Female applicants encouraged to apply</i>
Support Staff – 26 hours	Saturday 11am-11pm, Sunday 9am-3pm, Friday 3pm-11pm Franklin, MA
Support Staff - 22 hours	Thursday, Friday 3pm -11pm, Saturday 5pm - 11pm Medway, MA
Support Staff Asleep Overnight- 30 hours (NEW)	Thursday 10pm-8, Friday and Saturday 11pm-9am Asleep Overnight Support Staff Specialist Medway, MA

Raynham

Support Staff- 16 hours (NEW)	Saturday 9:00am-5:00pm, Sunday 12:00pm-8:00pm Norton, MA
Support Staff-40 hours	Saturday 5:00pm -11:30pm, Sunday 5pm to 11:30pm, Monday 2:30pm-11:30pm, Tuesday 2:30pm-11:30pm Norton, MA
Support Staff- 40 hours (NEW)	Monday/Friday/Sunday 3:00pm-11:00pm, Saturday 9:00am-5:00pm Fall River, MA <i>Female applicants encouraged to apply</i>
Support Staff- 20 hours (NEW)	Thursday/Friday overnight 11:00pm-9:00am Asleep 11:00pm-6:00am, Awake 6:00am-9:00am Attleboro, MA
Personal Support Specialist- 8 hours	Saturday, Sunday 9:00am-1:00pm Swansea, MA <i>Female applicants encouraged to apply</i>

Uxbridge

Support Staff Awake Overnight- 38 hours (NEW)	Thursday/Friday/Saturday 10:30pm-8:30am, Sunday 2:30pm-10:30pm Northbridge, MA
Support Staff- 20 hours	Monday 5:00pm-9:00pm, Friday 4:00pm-9:00pm, Saturday 8:30am-1:30pm, Sunday 8:30am-2:30pm Oxford, MA <i>Female applicants encouraged to apply</i>
Support Staff Awake Overnight - 40 hours	Sunday through Wednesday 11:00pm – 9:00am Gardner, MA Internal closing date 2/24/2014

Support Staff- 20 hours (NEW)	Saturday and Sunday 4:30pm-10:30pm and Wednesday 2:30pm-10:30pm Grafton, MA
Support Staff 20-hours	Saturday 8:30am-4:30pm, Sunday 8:30am-2:30pm, Monday 2:30pm-10:30pm Grafton, MA
Support Staff Asleep Overnight – 30 hours	Friday, Sunday, Saturday 10:30pm-8:30am North Grafton, MA
Personal Support Specialist	Sunday 5:30pm-9:30pm, Wed 4:30pm-9:30pm, Thursday 4:30pm-9:30pm North Grafton, MA
Worcester	
Support Staff- 21 hours (NEW)	Saturday, Sunday, and Tuesday 4:00pm-11:00pm West Boylston, MA
Support Staff – 15 hours	Monday- Friday 6:00am-9:00am Littleton, MA
Program Manager - 40 hours	Monday, Wednesday, Friday 9:00am-5:00pm, Tuesday and Thursday 11:00am-7:00pm Littleton, MA
Personal Support Specialist – 20 hours	Monday/Tuesday/Wednesday/Thursday/Friday 3:00pm-7:00pm Holliston, MA
Support Staff- 40 hours	Monday/Tuesday/Friday/Sunday 3:00pm-11:00pm, Saturday 9:00am-5:00pm Northborough, MA
Support Staff Asleep Overnight – 40 hours	Asleep Overnight Support Staff Specialist Monday through Thursday 11:00pm-9:00am Northborough, MA Internal Closing Date: 3/14/2014

Support Staff Awake Overnight- 30 hours	Thursday/Friday/Saturday 11:00pm-9:00am West Boylston, MA
Support Staff- 8 hours (NEW)	Saturday 3:00pm-11:00pm Worcester, MA
Support Staff- 12 hours (NEW)	Saturday/Sunday 9:00am-3:00pm Worcester, MA

Administrative Office/Other

Marketing and Social Media Manager - 40 hours

MINIMUM QUALIFICATIONS

Five years professional experience in developing and executing, marketing, communication and public relations campaigns is required
 Bachelor's degree in Marketing, Public Relations, Communications or other related field
 Variety of experience with fundraising initiatives and events
 Valid driver's license and acceptable driving status
 Use of reliable vehicle

[Location: 8 Forge Park, Franklin, MA](#)

Controller- 40 hours (NEW)

We are currently recruiting for a Controller that will collaborate with CFO and the VP of Human Resources to integrate financial goals with service outcomes and human resource considerations. Maintain controls to insure integrity of financial systems and reports, adhering with generally accepted accounting principles and regulations.

QUALIFICATIONS:

- Bachelor's degree required; accounting preferred
- 3+ years' experience working in a public accounting firm with hands-on accounting managerial experience
- 2-5 years' experience hiring, evaluation and supervision in a business office environment
- CPA is preferred

SUPERVISION:

Controller reports directly into CFO. Controller's direct reports include General Accountant, Payables Specialists and Billing Specialists

RESPONSIBILITIES:

- Management of the Business Office functions; payroll, accounts receivable, collections, accounts payable, monthly/year end close and reporting.
- Develop operational and capital budgets. Monitor/research variances to actual throughout the year.
- Working knowledge of funding sources, including their requirements and expectations.
- Manage lease and rental property agreements of the agency
- Year-end audit engagements with agency accountants; UFR and 990
- Internal control and risk management procedures to safeguard assets
- Coordinate and report on agency loan, mortgage and other debt instrument applications
- Manage insurance renewal process annually
- Review fiscal policies and procedures as needed, in collaboration with CFO and appropriate program directors
- Quarterly review of all audit log reports to general ledger
- Managing ongoing audits; client funds, petty cash and redemption center safes
- Preparation and/or review of all reports required by the BOD, programs and funders, including grant writers

Location: 8 Forge Park, Franklin, MA

DAY SERVICES/EMPLOYMENT

Support Specialist – 35 hours, (2)40 hours
(NEW)

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.

Schedule:

- 35 hour Monday-Friday 9:00am- 4:00pm
- (2) 40 hour Monday-Friday 8:00am- 4:00pm

Location: **HMEA Hopedale Employment Center**
7 Charles View Road, Hopedale, MA
Internal closing date 4/28/2014

Support Specialist –35 hours
(NEW)

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

	<p>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.</p> <p><u>Schedule:</u></p> <ul style="list-style-type: none"> • 35 hour schedule, Monday - Friday 9:00am – 4:00pm • 35 hour schedule, Monday - Friday 8:00am – 3:00pm <p>Location: HMEA Plainville Day Habilitation Center 1 Wilkins Drive Plainville, MA 02762 Internal closing 4/28/2014</p> <p style="text-align: center;"><i>Female applicants encouraged to apply</i></p>
<p>Support Specialist (2) 35 hour, 37.5 hours</p>	<p>GENERAL STATEMENT OF DUTIES: Promote the values, dreams and potential of individuals with developmental disabilities through education, support and meaningful activities.</p> <p>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.</p> <p><u>Schedule:</u></p> <ul style="list-style-type: none"> • 37.5 hour schedule, Monday - Friday 8:30am - 4pm • 35 Hours- Monday- Friday 7:30am-2:30pm • 35 Hours- Monday- Friday 8:30am-3:30pm <p>Location: HMEA Sterling Day Habilitation Center 3 Bartletts Pond Way, Sterling , MA Internal closing 2/6/2014</p>
<p>Support Specialist- 35 hours (NEW)</p>	<ul style="list-style-type: none"> • (2) 35 Hours- Monday- Friday 7:30am-2:30pm • (2) 35 Hours- Monday- Friday 8:30am-3:30pm <p>Location: HMEA Sterling Employment Center</p>

	3 Bartletts Pond Way, Sterling , MA Internal closing 4/28/2014
Unit Supervisor- 40 hours (NEW)	Monday-Friday 7:00am-3:00pm Flex Saturday Location: HMEA Sterling Employment Center 3 Bartletts Pond Way, Sterling , MA
Support Specialist - multiple shifts 39.5 (NEW)	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. <u>Schedule:</u> <ul style="list-style-type: none"> • 16 hour Support Staff Tue/Thurs 8:00am – 4:00pm (can be combined with Day Hab 22.5 hour M/W/F • 35 hour schedule: Tuesday – Friday 8:30am-3:30pm; Saturday 9am-3:30pm Location: HMEA Millbury Employment Center 6 Latti Farm Road, Millbury, MA
Support Specialist – 21.5 hour, 32 hour,(2)35.5 hour	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. <u>Schedule:</u> <ul style="list-style-type: none"> • 21.5 hours Monday, Wednesday, Friday 8:30am-

	<p>3:30pm</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 8:00am-3:00pm, Wednesday 8:30am-4:00pm <p>Location: HMEA Millbury Day Habilitation Center 6 Latti Farm Road Millbury, MA Internal Closing Date 4/28/2014</p>
<p>Support Specialist – 40 hours (NEW)</p>	<p>GENERAL STATEMENT OF DUTIES: Promote the values, dreams and potential of individuals with developmental disabilities through education, support and meaningful activities.</p> <p>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.</p> <p><u>Schedule:</u></p> <ul style="list-style-type: none"> • 40 hours Tuesday-Friday 8:00am-4:00pm, Saturday 8:15am-4:15pm • 40 hours Monday- Friday 8:00am-4:00pm <p>Location: HMEA Bellingham Clinical Day Habilitation Center 15 North Main Street, Unit A8 Bellingham, MA 02019 Internal Closing Date 4/28/2014</p>
<p>CHILDREN'S SERVICES</p>	
<p>Long Term Substitute: Head Teacher – 20 hours</p>	<p>JOB DESCRIPTION:</p> <ul style="list-style-type: none"> * Oversee educational and behavioral programming for students in classroom * Supervise classroom teachers. * Provide educational and behavioral consultation to student families. <p>QUALIFICATIONS:</p>

	<ul style="list-style-type: none"> * Masters degree in Special Education or related field. Massachusetts Licensure as a Teacher of Students with Moderate Disabilities or as a Teacher of Students with Severe Disabilities. BCBA preferred. * Knowledge of special education regulations and the IEP process. * A minimum of three years experience working with people with autism/PDD, preferably with children. * A minimum of one year supervisory experience. * Demonstrated skills in applied behavioral analysis and design of educational programs * Demonstrated interpersonal skills. <p>Location: Darnell School Hudson, MA</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. The position is also responsible for training staff in the provision of the direct services, monitoring for quality control, data analysis, and consulting with families and other professionals. We are seeking Master's level candidates for this position who have demonstrated experience working with children with autism. We are seeking candidates who have their BCBA. 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.</p> <p>Locations: Greater Boston and Southeast MA</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. The position is also responsible for training staff in the provision of the direct services, monitoring for quality control, data analysis, and consulting with families and other professionals. We are seeking Master's level candidates for this position who have demonstrated experience working with children with autism. We are seeking candidates who have their BCBA. We offer a collegial atmosphere where behavior analysis learning is supported; opportunities exist for participation in</p>

	<p>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</p>
<p>ABA Therapist- multiple openings (NEW)</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 and Metrowest Areas (Framingham and Ashland, Natick, Sudbury), Franklin, Attleboro, Norwood, Waltham, Belmont, Newton, southeastern MA and also in the Worcester and surrounding area.</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> * Bachelor's degree in related field is required * Vehicle required * Experience with ABA is preferred
<p style="text-align: center;">To apply for any of the above positions, please email your applications to jobs@hmea.org</p>	