

# HMEA JOB OPPORTUNITIES



<b>Date Posted: November 3, 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>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 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>	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>Support Staff- 36 hours</b> Internal close date: 10/30/14	Thursday/Friday/Saturday 11:00pm-9:00am, Sunday 5:00pm-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>Support Staff- 34 hours</b>	Saturday/Wednesday/ Thursday 5:00pm-11:00pm, Sunday 9:00am -5:00pm, Friday 3:00pm-11:00pm. Franklin, MA
<b>Personal Support Staff- 15 hours</b>	Monday- Friday 6:00am-9:00am Franklin, MA
<b>Support Staff- 22 hours (NEW)</b> Internal close date: 11/14/14	Friday/Saturday 3:00pm-11:00pm, Sunday 5:00pm-11:00pm Franklin, MA

## Uxbridge

<b>Program Manager- 40 hours</b> <b>(NEW)</b> Internal close date: 11/5/14	Schedule to be determined Oxford, MA
<b>Assistant Manager- 40 hours</b> <b>(NEW)</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>Support Staff- 20 hours</b> Internal close date: 10/13/14	Monday- Friday 10:45am-2:45pm N. Grafton, MA
<b>Personal Support Staff- 12 hours</b> Internal close date: 10/13/14	Sunday, Wednesday, Friday 5:00pm-9:00pm N. Grafton, MA
<b>Support Staff- 16 hours</b> Internal close date: 10/8/14	Saturday 4:30pm-10:30pm, Sunday 8:30am-2:30pm, Monday 4:30pm-8:30pm Northbridge, 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>Support Staff- 40 hours</b> Internal close date: 10/8/14 <i>Male applicants encouraged to apply</i>	Saturday 3:00pm-11:00pm, Monday 2:30pm-10:30pm, Tuesday/Wednesday 3:00pm-10:30pm, Thursday 2:00pm-11:00pm Oxford, MA

## Worcester

<b>Program Manager- 40 hours</b> (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- 18 hours</b>	Friday 3:00pm-9:00pm, Saturday/Sunday 12:00pm-6:00pm <a href="#">Littleton, MA</a>
<b>Support Staff- 22 hours</b>	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

### Administrative Assistant-

Fluent in Word and Excel; demonstrated knowledge of computer systems and software applications, including ability to trouble-shoot and resolve problems, and train others

Demonstrated knowledge of payroll and basic accounting principles; monitoring budgets; petty cash. Experienced in HR functions and processes. Ability to develop systems for monitoring and tracking of own work and others. Familiarity with billing preferred. Excellent interpersonal skills. Demonstrated organizational skills. Detail oriented. Ability to multi-task. Ability to handle several projects at one time. Experience with data entry. Ability to work with a wide variety of people in different parts of the organization.

2 years secretarial experience and High School Diploma required.

[Location: Hudson, MA](#)

### 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](mailto:nchiler@hmea.org) or fax to 508-298-1454.

### 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)

**Uxbridge Area Residential Coordinator- 40 hours** [Internal close date: 10/30/14](#)

Demonstrate knowledge of, and commitment to, agency mission and values. Promote the mission and values of HMEA through effective leadership. Implement development of individualized supports as identified by those receiving supports. Incorporate residential strategic objectives into network operations. Provide training and support to staff in developing teaching plans and Level I Behavior Plans. Hire, train, supervise, and develop Managers. Review and approve ISPs, train Case Managers, monitor follow through on objectives.

Bachelor's Degree in related field; Master's degree preferred. Significant additional experience may be considered in lieu of degree. 4-6 years supervisory experience in MR/DD residential services. Valid driver's license. Acceptable driving status as determined by HMEA insurance company

## 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- 30 hours</b> <b>(NEW)-</b> <i>Male applicants</i>	<ul style="list-style-type: none"><li>• 30 hours Monday- Friday 8:30am-3:00pm</li></ul> Location: <b>Sterling Day Habilitation Center</b> <a href="#">3 Bartlet's Pond Way. Sterling, MA</a>
<b>Support Specialist- 20 hours</b>	<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- 40 hours</b> <b>(NEW)</b>	<ul style="list-style-type: none"><li>• 40 hours Monday- Friday 8:00am-4:00pm</li><li>• 40 hours Tuesday- Saturday 8:00am-4:00pm</li></ul> Location: <b>Bellingham Day Habilitation Center</b> <a href="#">15 North Main Street. Unit A9/A10 Bellingham, Ma</a>
<b>Support Specialist - 35 hours</b>	<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 – 12 hours</b>	<ul style="list-style-type: none"><li>• 12 hours Tuesday, Thursday 8:30am-2:30pm</li></ul> Location: <b>Millbury Day Habilitation Center</b> <a href="#">6 Latti Farm Road, Millbury, MA</a>

**Developmental Specialist- 40 hours (two openings)**

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**

**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.**

Qualifications

- \* 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 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.

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 each week. Must be able to work up until 6PM on some nights.

**Location:** Central Mass, Greater Boston and Southeast MA

To apply for any of the above positions, please email your applications to [jobs@hmea.org](mailto:jobs@hmea.org)