

HMEA JOB OPPORTUNITIES



Date Posted: July 14, 2014	
JOB TITLE	Hours / Location
RESIDENTIAL PROGRAMS:	
Attleboro Area	
Support Staff – 26 Hours <i>Female applicants encouraged to apply</i>	Wednesday/Thursday 5pm-11pm, Friday 3:00pm-11:00pm, Saturday 5pm-11pm Norfolk, MA
Personal Support Specialist - 17 Hours <i>Female applicants encouraged to apply</i>	Monday-Friday 6am-8am, Monday and Friday 4pm-7:30pm Franklin, MA
Support Staff Asleep Overnight- 30 hour (NEW) Internal close date: 7/7/2014 <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	
Support Staff- 16 hours (NEW)	Saturday 9:00am-5:00pm, Sunday 12:00pm-8:00pm Norton, MA
Personal Support Staff- 20 hours	Tuesday-Thursday 2:30pm-8:00pm, Friday 3:30pm-8:00pm Norton, MA
Support Staff- 40 hours	Float Support Staff in the Raynham area
Program Manager- 40 hours	Tuesday, Wednesday, Thursday 9:00am-5:00pm, Friday 2:30pm-10:30pm, Saturday 9:00am-5:00pm Franklin, MA

Support Staff- 22 hours (NEW) Internal close date: 7/24/14	Friday/Saturday 3:00pm-11:00pm, Sunday 5:00pm-11:00pm Franklin, MA
Support Staff- 22 hours(NEW) Internal close date: 7/24/14	Monday/Tuesday 3:00pm-11:00pm, Saturday 5:00pm-11:00pm Franklin, MA
Support Staff- 16 hours(NEW) Internal close date: 7/24/14	Saturday 12:00pm-8:00pm, Sunday 2:00pm-10:00pm Franklin, MA
Support Staff- 20 hours	Thursday/Friday overnight 11:00pm-9:00am Asleep 11:00pm-6:00am, Awake 6:00am-9:00am Attleboro, MA
Uxbridge	
Support Staff- 20 hours	Monday-Friday 10:45AM- 2:45PM North Grafton, MA
Personal Support Specialist -18 hours	Sunday 5:30pm-9:30pm, Wed 4:30pm-9:30pm, Thursday 4:30pm-9:30pm North Grafton, MA
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	Monday/ Wednesday,/Friday 9:00am-5:00pm, Tuesday/Thursday 11:00am-7:00pm Littleton, MA

Support Staff- 14.5 hours (NEW) Internal close date: 7/17/2014	Sunday 4:00pm-8:30pm, Monday/Tuesday 4:00pm-9:00pm Worcester, MA
Support Staff- 19.5 hours (NEW) Internal close date: 7/17/2014	Saturday 2:00pm-6:30pm, Wednesday/Thursday/Friday 4:00pm-9:00pm Worcester, MA
Support Staff- 22 hours (NEW) Internal close date: 7/11/2014	Sunday 4:30pm-10:30pm, Tuesday/Thursday 2:30pm-10:30pm Holliston, MA
Support Staff- 21 hours (NEW) Internal close date: 7/11/2014	Sunday 9:00am-3:00pm, Monday 3:00pm- 11:00pm, Wednesday 4:00pm-11:00pm W Boylston, MA
Support Staff Asleep Overnight- 20 hours (NEW) Internal close date: 7/11/2014	Friday, Saturday 11:00pm-9:00am Northborough, MA
Personal Support Staff- 12 hour	Tuesday, Thursday 8:30am-2:30pm Holliston, MA
Personal Support Specialist – 20 hours	Monday/Tuesday/Wednesday/Thursday/Friday 3:00pm-7:00pm Holliston, MA
Support Staff- 36 hour	Saturday 8:30am-10:30pm, Sunday 2:30pm- 10:30pm, Tuesday 4:00pm-10:00pm, Wednesday 2:30pm-10:30pm 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
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



TechACCESS of RI is looking for an Assistive Technology Consultant (32-40hrs)
Qualified applicants must have: the ability to evaluate and recommend appropriate assistive technology, hardware and/or specialized software based on client needs (i.e. word prediction, text-to-speech, reading supports); experience conducting workshops, training events, and/or equipment demonstrations; the ability to work well with diverse individuals; and possess excellent written and oral communication skills. Bachelor’s degree preferred.

Job Responsibilities include:

- Provide Assistive Technology services (evaluation, consultation, training) to individuals with disabilities
- Write formal reports with findings
- Work with educational/vocational teams to develop Assistive Technology Plans
- Present on a variety of AT topics

110 Jefferson Blvd., Suite I Warwick, RI 02888

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 **(NEW)**

- 32.5 hour Monday-Friday 8:00am-3:00pm
- 35 hour Monday-Friday 8:30am-3:30pm

	<p>Location: Sterling Day Habilitation Center 3 Bartlet's Pond Way. Sterling, MA</p>
<p>Support Specialist- 32.5 hours, 35 hours (NEW) Internal close date: 7/11/2014</p>	<ul style="list-style-type: none"> • 32.5 hour Monday- Friday 8:30am-3:00pm • 35 hour Monday- Friday 8:30am-3:30pm <p>Location: Sterling Employment Center 3 Bartlet's Pond Way. Sterling, MA</p>
<p>Support Specialist- 35 hours (NEW)</p>	<ul style="list-style-type: none"> • 35 hour Monday-Friday 8:30am-3:30pm <p>Location: Bellingham Day Habilitation Center 15 North Main St. Unit A9/A10</p>
<p>Support Specialist- 35 hours</p>	<ul style="list-style-type: none"> • 35 hours Monday-Friday 9:00am-4:00pm <p>Location: Plainville Day Habilitation Center 1 Wilkins Drive. Plainville, MA</p>
<p>Support Specialist- 32 hours (NEW)</p>	<ul style="list-style-type: none"> • 32 hour Monday/Tuesday/Friday 9:00am-3:00pm, Wednesday/Thursday 9:00am-4:00pm <p>Location: Hopedale Employment Center 7 Charles View Road. Hopedale, Ma</p>
<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 • (2) 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, 40 hour</p>	<ul style="list-style-type: none"> • 32 hour Monday/Tuesday/Thursday/Friday 8:30am-2:30pm, Wednesday 8:30am-4:00pm • (2)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>Registered Nurse- 35 hours</p>	<p>Monday- Friday Millbury Day Program</p> <p><u>Qualifications:</u> One year of RN and MR/MH field experience required.</p> <p><u>General Statement of Duties:</u> Facilitate health care services and provide nursing support for individuals who are learning skills and being included in their communities. Responsibilities include daily medication administration, monthly, quarterly, and annual documentation, communication with residences, physicians, and families, skilled nursing assessment and care as needed, and procurement of routine health assessment documentation.</p>
<p>Developmental Specialist- 40 hours</p>	<ul style="list-style-type: none"> • Monday-Friday 8:00am-4:00pm <p><u>General Statement of Duties:</u> Ensure clinical and programmatic planning and implementation for consumers:</p> <p>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: Community Partners Day Habilitation 652 East Washington Street, Unit 3 North Attleboro, MA</p>

<p>Family Leadership Program Coordinator- 15-20 hours in Central MA</p>	<ul style="list-style-type: none"> • Identify leadership training needs in conjunction with all stakeholders including multiple family groups and DDS. • Develop and implement a work plan to meet leadership training needs and DDS objectives • Coordinate and/or present Leadership training for families to include an ongoing concurrent series and topical presentations • Support active family advisory committee(s) representative of stakeholders of Central Mass • Develop and maintain active relationships with Family Support centers, family groups, DDS area offices, other statewide leadership projects funded by DDS, training organizations and resources. • Represent leadership training needs of families at DDS Regional Family Support Provider Meetings <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Demonstrated leadership, organizational skills • Work independently and effectively with off-site supervision • Work with multiple stakeholder expectations <p>Family members of persons with disabilities encouraged to apply. Means to travel throughout Central Massachusetts Able to collaborate with DDS and HMEA in partnership</p>
<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

<p>Office Manager- 35-40 hours in Hudson, MA</p>	<p>BA preferred; Associates required 5 years secretarial experience At least one year of office supervisory experience</p> <p>Fluent in Word and Excel; demonstrated knowledge of computer systems and software applications, including ability to trouble-shoot and resolve problems Payroll and basic accounting principles; monitoring budgets; petty cash Supervising other office staff and training HR functions and processes Develop systems for monitoring and tracking of own work and others Familiarity with billing preferred, especially 3rd party billing to insurance companies Excellent interpersonal skills and organizational skills</p> <p>Location: 15 South St. Suite 400 Hudson, MA</p>
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CHILDREN'S SERVICES

<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>
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<p>ABA Therapist- multiple</p>	<p>Seeking motivated individuals with experience working</p>
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openings

with children with autism/PDD to be home-based ABA instructors.

Full and part time opportunities in the **Boston Area** (Waltham, Belmont, Newton, southeastern MA and also in the surrounding area).

Qualifications

- * Bachelor's degree in related field is required
- * Vehicle required
- * Experience with ABA is preferred

To apply for any of the above positions, please email your applications to jobs@hmea.org