



## DEVELOPMENTAL DISABILITIES SERVICES

### Current Positions Available

October 2, 2018

#### **Program Manager:**

**Position Summary:** Coordinates the development, implementation, scheduling, operation, and evaluation of all residential programming in assigned program(s). Provides comprehensive planning, program oversight, and active supports for the care and treatment of agency clients. Networks with area community providers for the benefit of the clients and the agency in support of its mission. Interviews, trains, and provides professional development to staff, interns, and volunteers for the positions for which it supervises. Performs other duties as assigned. **EOE**

**Job Requirements:** Bachelor degree required, **Master Level preferred** with three to five (3-5) years' supervisory/administrative experience in human services or a related field. Prior experience working with people with intellectual disabilities. Valid Connecticut Driver's license with clean driving record is required. Completion of certifications of CPR & First Aid, PMT, Medication Certification, and all others required through DDS. Strong computer skills including working knowledge of Microsoft Office is required. Knowledge of the community support system and resources is preferred.

#### **Program:**

Meriden/Collindale CLA 1 Program

FT 40hrs

#### **Schedule:**

Sch. To Be Determined

#### **Assistant Program Manager:**

**Position Summary:** Provides comprehensive planning and active supports for the care and treatment of program clients including face-to-face hands-on supportive assistance with activities of daily living. Assists the Program Manager in the coordination, implementation, and scheduling of responsibilities within assigned program. Networks with community providers, Interdisciplinary Teams, and provides care management supports for the benefit of the clients. Assists the Program Manager to train and supervise direct care staff, interns, and volunteers. Performs other duties as assigned. **EOE**

**Job Requirements:** Master's preferred, Bachelor's degree required with a minimum of one to three (1-3) years of supervisory or leadership experience in human services or a related field. Prior experience working with people with intellectual disabilities. Valid Connecticut Driver's license with clean driving record is required. Completion of certifications of CPR & First Aid, PMT, Medication Certification, and all others required through DDS. Strong computer skills including working knowledge of Microsoft Office and Therap is required.

#### **Program:**

Hamden/Benham Program

FT 40hrs

#### **Schedule:**

Sch To Be Determined



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### October 2, 2018

**Residential Assistants:**

**Position Summary:** Position Summary: Assists in providing counseling and supportive services for clients in the program. Provides transportation to medical/psychiatric appointments, day programs, and psychosocial rehabilitation programs as needed. Assists in providing hands-on instruction with activities of daily living as required by the individual client. Performs other duties as assigned. **EOE**

**Job Requirements:** Job Requirements: High School Diploma plus 3-5 years of experience service in related field or prior experience necessary. Additional certifications in CPR, PMT, First Aid, and Medication Administration Required.

**Programs:**

Bridgeport/Supportive Living Program  
 Bristol/Stevens St. Program  
 Bristol/Stevens St. Program  
 Bristol/Stevens St. Program  
 Hamden/Benham Program  
 Hamden/Benham Program  
 Hamden/Heathridge CLA 6 Program  
 Lebanon/Beaumont CLA 8 Program  
 Lebanon/Beaumont CLA 8 Program  
 Meriden/Collindale CLA 1 Program  
 Meriden/Oregon Road Program  
 Meriden/Oregon Road Program  
 Middletown/Lincoln Street Program

PT 22hrs  
 PT 8hrs  
 PT 8hrs  
 PT 16hrs  
 PT 12hrs  
 PT 20hrs  
 FT 40hrs  
 PT 16hrs  
 PT 16hrs  
 PT 8hrs  
 PT 6hrs  
 PT 20hrs  
 FT 40hrs

New Haven/Batter Terrace Program  
 New Haven/Batter Terrace Program

PT 16hrs  
 FT 40hrs

Norwich/Thomas CLA 7 Program

PT 16hrs

Southington/Millbrook CLA 4

FT 40hrs (TEMP)

**Schedule:**

Tue-Fri 8a-1pm, Mon 8a-10a  
 Sat 7a-3p  
 Fri 2p-6p Sat 11a-3p  
 Fri/Sat 3p-11p (TEMP)  
 Sat/Sun 9a-3p  
 Mon-Fri 2p-6p  
 Tue-Sat 2p-10p  
 Sat/Sun 7a-3p  
 Sat/Sun 7a-3p  
 Sat 7a-3p  
 Sat 3p-9p  
 Sat 3p-11p, Sun 9a-9p  
 Fri/Sat 7a-3p  
 Sun/Mon/Thur 3p-11p  
 Sat/Sun 7a-3p  
 Sun 7a-5p Mon 7a-3p  
 Tue 7a-1p  
 Wed-Thur 10:30a-6:30p  
 Sun 10a-2p Fri 2p-9p  
 Sat 9a-2p  
 Sun-Thur 3p-11p



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**Residential Assistants - Overnight:**

**Position Summary:** Position Summary: Assists in providing counseling and supportive services for clients in the program. Provides transportation to medical/psychiatric appointments, day programs, and psychosocial rehabilitation programs as needed. Assists in providing hands-on instruction with activities of daily living as required by the individual client. Performs other duties as assigned. **EOE**

**Job Requirements:** Job Requirements: High School Diploma plus 3-5 years of experience service in related field or prior experience necessary. Additional certifications in CPR, PMT, First Aid, and Medication Administration Required.

**Programs:**

Middletown/Lincoln Street Program  
New Haven/Batter Terrace Program  
Norwich/Thomas CLA 7 Program

PT 16hrs  
FT 40hrs  
PT 20hrs

**Schedule:**

Fri/Sat 11p-7a  
Sun-Wed 11p-9a  
Sat/Mon 11p-9p

**Please forward letter of intent along with updated resume to:**

Toni Carlton

Human Resources Manager

Email: [TCarlton@continuumct.org](mailto:TCarlton@continuumct.org)

Or Fax: (203) 777-9645