



DEVELOPMENTAL DISABILITIES SERVICES

Current Positions Available

February 19, 2019

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.

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:

Hamden/Benham Program

FT 40hrs

Schedule:

Sch To Be Determined

Lead Support Staff

Position Summary: As Lead Support Staff, you are accountable for all the responsibilities listed within this job description. In addition to those responsibilities, you are the lead staff on the second shift. This includes responding to staffing questions, issues which arise on the shift, client concerns, keeping staff accountable for assigned tasks, filling shifts, etc. The purpose of this position is to be the supervisory replacement for the Program Manager on the shift. When necessary, you will be required to be On-Call. Also included is the provision of a comprehensive array of face-to-face supports that engages and enables clients to maintain a home/apartment. Encourage the use of natural supports; supports clients to learn and enhance activities of daily living; and fosters involvement in social and community activities while maintaining safety of the client. Provides hands-on assistance and instruction with activities of daily living and personal care as required by the individual client. Performs other duties as assigned. **EOE**

Job Requirements: Bachelor's Degree preferred with one to three (1-3) years' experience in human services or related field. Associate's Degree or 60 credits towards Bachelors considered with minimum three (3) years' experience or High School diploma considered with five (5) years' experience in related field 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 other trainings as required by DDS. Computer skills required including working knowledge of Microsoft office. Knowledge of the community support system and resources is preferred. Available to work evenings, weekends, and overnights as required.

Programs:

Bristol/Stevens St. Program

FT 40hrs

Lebanon/Beaumont CLA 8 Program

FT 40hrs

Middletown/Lincoln St. Program

FT 40hrs

Norwich/Thomas Ave CLA 7 Program

FT 40hrs

Schedule:

2nd Shift Sch. TBD

2nd Shift Sch. TBD

2nd Shift Sch. TBD

2nd Shift Sch. TBD



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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:

Bristol/Stevens St. Program	PT 8hrs
Bristol/Stevens St. Program	PT 16hrs
Hamden/Benham Program	PT 12hrs
Hamden/Benham Program	PT 16hrs
Hamden/Heathridge CLA 6 Program	PT 16hrs
Lebanon/Beaumont CLA 8 Program	PT 10hrs
Lebanon/Beaumont CLA 8 Program	PT 8hrs
Lebanon/Beaumont CLA 8 Program	PT 16hrs
Meriden/South Colony Program	PT 16hrs
Meriden/Oregon Road Program	PT 6hrs
Middletown/Lincoln St. Program	PT 16hrs
Norwich/Thomas CLA 7 Program	PT 16hrs
Norwich/Thomas CLA 7 Program	FT 40hrs
Plantsville/Marion Ave. CLA 3 Program	PT 28hrs
Plantsville/Marion Ave. CLA 3 Program	PT 10hrs
Southington/Millbrook CLA 4	FT 40hrs
Southington/Mt Vernon CLA 2	PT 16hrs

Schedule:

Fri 2p-6p Sat 7a-3p (TEMP)
 Fri/Sat 3p-11p (TEMP)
 Sat/Sun 9a-3p
 Sun/Mon 3p-11p
 Fri/Sat 3p-11p
 Mon-Fri 7a-9a
 Sat 3p-11p
 Sat/Sun 7a-3p
 Sat/Sun 3p-11p
 Sat 3p-9p
 Sun/Mon 2p-10p
 Sun 10a-2p Fri 2p-9p
 Sat 9a-2p
 Sun/Mon 2p-10p Tue 3p-11p
 Wed/Thur 2p-10p
 Sun/Mon 3p-9p Fri/Sat 3p-11p
 Mon-Fri 7a-9a Transport
 Sun-Thur 7a-3p TEMP
 Fri-Sat 3p-11p

Residential Assistants - Overnight

Programs:

Lebanon/Beaumont Program	FT 40hr
Middletown/Lincoln Street Program	PT 16hrs
New Haven/Batter Terrace Program	PT 26hrs
Norwich/Thomas CLA 7 Program	PT 16hrs
Wolcott/Red Fox Run CLA 5 Program	PT 16hrs
Wolcott/Red Fox Run CLA 5 Program	PT 16hrs

Schedule:

Sun-Wed 10:30p-8:30a
 Fri/Sat 11p-7a
 Thur 11p-9a Fri/Sat 11p-7a
 Sat/Mon 11p-9a
 Fri/Sat 10p-6a
 Sun/Mon 11p-7a

Please forward letter of intent along with updated resume to:

Toni Carlton- HR Manager/Benefits

Email: TCarlton@continuumct.org or Fax: (203) 777-9645