



All new and existing employees are required to attend and maintain mandatory trainings.
Positions open until filled ~ Internal applications received after the closing date
are not guaranteed consideration for open positions

**** All applicants must be able to become Med. Certified or already be certified ****

Full Time Positions:

Director of Residential Services

General Description of the Position: The person in this position will oversee the Residential Services Program inclusive of the participants, staff, facilities and all related information. This position may also include the oversight of the Day Services of identified residents. Ensure compliance with all regulations/standards/policies established by relevant regulatory bodies and Central Connecticut Arc Board of Directors. This person will be current regarding trends and information as related to providing services for persons with disabilities with the goal to maximize the potential of each individual.

Additional Qualifications: Must be able to become and maintain DDS med certification and all other required training, must have supervisory experience, and the ability to lead and manage teams. Person in this position is required to become a trainer in offerings at the agency or an abuse and neglect investigator. Must have excellent written and oral skills and the ability to act in a professional manner.

Posting #	Posting Date	Closing date	Schedule	Hours
#1094 Slater Rd New Britain, CT	6/1/18	Position still available	Monday – Friday	35hrs/FT

Day Services Instructor

General Description of the Position: The person in this position will be responsible for providing a wide range of support services for individuals with disabilities, both at the base site(s) and in the community, using a person centered approach in the delivery of services. This position will function according to the policies established by the CCARC Board of Directors, with the goal to maximize the potential of individuals.

Minimum Requirement: High School Diploma/GED, Valid Driver’s License and an interest in working with individuals that have developmental disabilities.

Additional Requirements: Experience working with individuals with disabilities who have behavioral challenges is preferred. This positions involves assisting a one-to-one individual to establish and maintain volunteer sites and/or work sites. Must be able to complete paperwork responsibilities and submit weekly activity schedules.

Posting #	Posting Date	Closing date	Schedule	Hours
#1100 EOP New Britain. CT	6/21/18	6/28/18	Monday – Friday 8:00am – 3:00pm <i>**This is a one to one position**</i>	35hrs/FT

Full Time Positions:

Residential Services Instructor

General Description of Position: The person in this position will be responsible for providing a wide range of support services for individuals with disabilities at the residential facility and in the community. The person in the position will function according to the policies established by the CCARC, Inc. Board of Directors, with the goal to maximize the potential of each individual.

Minimum Requirement: High School Diploma/GED, Valid Driver's License and an interest in working with individuals that have developmental disabilities.

Posting #	Posting Date	Closing date	Schedule	Hours
#1078 Plainville Plainville, CT	4/27/18	Position still available	Sunday 9:00am – 3:00pm Monday – Wednesday 2:00pm – 8:00pm Thursday 2:00pm – 10:00pm	32hrs/FT
#1092 High Rd. Kensington, CT	5/29/18	Position still available	Monday – Friday 8:30am – 3:30pm <i>Must already be, or be in the process of becoming DDS Med Certified</i> <i>Must have basic knowledge of American Sign Language</i>	35hrs/FT

Part Time Every Week Positions:

Residential Services Instructor

General Description of Position: The person in this position will be responsible for providing a wide range of support services for individuals with disabilities at the residential facility and in the community. The person in the position will function according to the policies established by the CCARC, Inc. Board of Directors, with the goal to maximize the potential of each individual.

Minimum Requirement: High School Diploma/GED, Valid Driver's License and an interest in working with individuals that have developmental disabilities.

Posting #	Posting Date	Closing date	Schedule	Hours
#1028 Rocky Hill Ave. New Britain, CT	1/8/18	Position still available	Monday & Friday 2:00pm – 9:00pm Saturday 5:00pm – 9:00pm Sunday 9:00am – 3:00pm	24hrs/PT
#1054 Essex New Britain, CT	3/8/18	Position still available	Wednesday & Thursday 3:00pm – 6:00pm Friday 3:00pm – 7:00pm <i>*Must drive own vehicle*</i>	10hrs/PT
#1059 Burlington Bristol, CT	3/20/18	Position still available	Saturday 2:00pm – 10:00pm Sunday & Monday 3:00pm – 11:00pm	24hrs/PT
#1070 Bess Mac Kensington, CT	5/15/18	Position still available	Monday – Friday 7:00am – 9:00am	10hrs/PT
#1072 Westwoods Farmington, CT	4/5/18	Position still available	Monday – Friday 2:00pm – 7:00pm	25hrs/PT
#1073 Birchwood Dr. New Britain, CT	4/6/18	Position still available	Sunday – Wednesday 2:00pm – 9:00pm	28hrs/PT

Posting #	Posting Date	Closing date	Schedule	Hours
#1081 Black Rock Ave. New Britain, CT	5/2/18	Position still available	Friday & Saturday 10:00pm – 6:00am	16hrs/PT
#1093 Birchwood Dr. New Britain, CT	5/30/18	Position still available	Monday – Friday 6:00am – 9:00am	15hrs/PT
#1095 Rocky Hill New Britain, CT	6/4/18	Position still available	Monday – Friday 6:00am – 9:00am	15hrs/PT
#1099 Wells Rd. Wethersfield, CT	6/19/18	6/26/18	Monday – Wednesday Saturday & Sunday 7:00am – 9:00am 12:00pm – 8:00pm	22hrs/PT

Part Time Every Other Weekend Positions:

Posting #	Posting Date	Closing date	Schedule	Hours
#1096 Rocky Hill New Britain, CT	6/4/18	Position still available	Saturday & Sunday 7:00am – 3:00pm	16hrs/PT
#1098 Jones Dr. New Britain, CT	6/11/18	Position still available	Friday Saturday & Sunday 3:00pm – 11:00pm 7:00am – 3:00pm	24hrs/PT

Per Diem:

#1085 Burlington Ave. Bristol, CT	5/10/18	Position still available	1 st and 2 nd shift needed	Per Diem
#1086 High Rd. Kensington, CT	5/15/18	Position still available	Weekends and overnights needed **Fluency with or basic knowledge of American Sign Language is preferred**	Per Diem