



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 | No longer accepting applications | Monday – Friday | 35hrs/FT |

Job Developer

General Description of the Position:

The person in this position will be responsible for initiating, developing, and maintaining relationships with the business community for the purpose of securing employment and other opportunities for individuals with disabilities and to promote the agency. This position will function according to the policies established by the CCARC Board of Directors, with the goal to maximize the potential of the individuals in the program.

Minimum Requirement: High School Diploma/GED, Valid Driver’s License and an interest in working with individuals that have developmental disabilities. Must have an understanding of the demands of operating a business and experience in meeting those needs.

For a High School diploma/GED, minimum experience required would be five years’ experience in sales, training or customer service.

For a Bachelor’s Degree, minimum experience required would be two years’ experience in sales, training or customer service.

| Posting # | Posting Date | Closing date | Schedule | Hours |
|---------------------------------------|--------------|--------------------------|--|----------|
| #1102 Slater Rd New Britain, CT | 7/5/15 | Position still available | Monday – Friday Flexibility for hours depending on the demands of the job | 35hrs/FT |

Full Time Positions:

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: Must be able to work independently and as a part of a team. Must be dependable and patient. Must have good communication skills, flexibility, computer skills, and must be able to meet the physical demands of the job. Must be able to lift up to 50 lbs.

| Posting # | Posting Date | Closing date | Schedule | Hours |
|---------------------------------|--------------|--------------|--|----------|
| #1105 CEP New Britain, CT | 8/13/18 | 8/20/18 | Monday – Friday 8:30am – 3:30pm | 35hrs/FT |
| #1120 CES New Britain, CT | 8/15/18 | 8/22/18 | Monday – Friday 8:30am – 3:30pm | 35hrs/FT |

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.

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|---|---------|---------|--|----------|
| #1103 Wells Rd. Wethersfield, CT | 7/24/18 | 7/31/18 | Sunday Monday – Wednesday 9:00am – 5:00pm 3:00pm – 11:00pm | 32hrs/FT |
| #1119 Sy B/Rocky Hill New Britain, CT | 8/10/18 | 8/17/18 | Tuesday– Friday Saturday *Split shift – Tues. & Thurs. are at Sy B location, Wed., Fri. & Sat. are at Rocky Hill location* | 39hrs/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 |
|---|--------------|--------------------------|---|--|
| #1054 Essex New Britain, CT | 3/8/18 | Position still available | Wednesday & Thursday Friday <i>*Must drive own vehicle*</i> | 3:00pm – 6:00pm 3:00pm – 7:00pm 10hrs/PT |
| #1059 Burlington Bristol, CT | 3/20/18 | Position still available | Saturday Sunday & Monday | 2:00pm – 10:00pm 3:00pm – 11:00pm 24hrs/PT |
| #1073 Birchwood Dr. New Britain, CT | 4/6/18 | Position still available | Sunday – Wednesday | 2:00pm – 9:00pm 28hrs/PT |
| #1104 Birchwood Dr. New Britain, CT | 7/9/18 | Position still available | Sunday Monday Tuesday – Thursday | 6:00am – 2:00pm 6:00am – 9:00am 6:00am – 10:00am 23hrs/PT |
| #1106 Osgood Ave. New Britain, CT | 7/11/18 | Position still available | Sunday Monday – Thursday | 2:00pm – 10:00pm 2:00pm – 6:30pm 26hrs/PT |
| #1070 Bess McIntosh Kensington, CT | 8/13/18 | 8/20/18 | Monday – Friday | 7:00am – 9:00am 10hrs/PT |

Part Time Every Other Weekend Positions:

| Posting # | Posting Date | Closing date | Schedule | Hours |
|---|--------------|--------------------------|---|---|
| #1079 Rocky Hill Ave. New Britain, CT | 7/9/18 | Position still available | Saturday & Sunday | 9:00am – 5:00pm 16hrs/PT |
| #1108 Osgood Ave. New Britain, CT | 7/12/18 | Position still available | Saturday Sunday <i>*Must already be DDS Med. Certified*</i> | 5:00pm – 11:00pm 9:00am – 5:00pm 14hrs/PT |

Per Diem:

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 |
|---|--------------|--------------------------|--|----------|
| #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 |
| #1116 Plainville Plainville, CT | 8/2/18 | 8/9/18 | 2 nd shift and weekend availability needed | Per Diem |
| #1117 Oakwood Dr. New Britain, CT | 8/2/18 | 8/9/18 | 2 nd shift availability needed | Per Diem |

Maintenance Staff

General Description of Position: This position is responsible for providing a variety of routine Group Home Facility tasks, building maintenance and cleaning, painting, floors, minor vehicle tasks, and repair services for CCARC facilities as well as security of all facilities, vehicles and related paper work and reports. It also requires the safe operation, maintenance, and care of all equipment as it relates to vehicles and facilities. Must have good attendance, work ethic, be a self starter, a good team member and be reliable. Position is directly responsible to the V.P. Operations in accordance with CCARC, Inc. as established by the Board of Directors.

Minimum Requirement: High School Diploma/GED and valid driver's license. Basic plumbing, electrical & carpentry experience preferred.

| Posting # | Posting Date | Closing date | Schedule | Hours |
|---------------------------------------|--------------|--------------------------|-------------------------------------|----------|
| #1110 Slater Rd New Britain, CT | 7/13/18 | Position still available | 4:00pm – 7:00pm availability needed | Per Diem |