



**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:**

**Registered Nurse**

General Description of the Position: The Registered Nurse, in accordance with the individual’s needs, provides for the coordination, assessment, and monitoring of health related services. The Registered Nurse oversees and reviews the administration of medication, assures that medical files are current and accurate, that health care services comply with state laws/regulations and agency policies and procedures. In addition, in consultation with the team the Registered nurse documents and reviews Nursing Plans of Care for the individuals, and provides the necessary consultation and instruction to staff regarding the individual’s health care.

Minimum Requirement: State-licensed RN. 2 years Clinical nursing experience. Experience working with adults with developmental disabilities preferred. Must have a valid driver’s license, be insurable with agency carrier and have own vehicle to use.

#1044 New Britain, CT	2/20/18	2/27/18	Monday – Friday	40hrs/FT
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**Residential Services Manager**

General Description of the Position: The person in this position will be responsible for the overall coordination, direction and supervision of the Residential Program, Individual Home Support or Continuous Residential Support, inclusive of the individuals, staff, facility(s) and all related information. Ensure compliance with all regulations established by all relevant regulatory bodies and policies established by the CCARC, Inc. Board of Directors. The person in this position will be current regarding trends and information as related to providing services to individuals with disabilities, with the goal to maximize the potential of each individual.

Minimum Requirement: For a Bachelor’s Degree in a related field, minimum experience required would be 1 year in the field of disabilities. For High School/GED, minimum experience required would be 3 years in the field of disabilities. Supervisory experience preferred.

Additional Requirement: Must be flexible. DDS Med. Certification required. CPR/First Aid and PMT preferred upon hire.

Posting #	Posting Date	Closing date	Schedule	Hours
#1047 Birchwood New Britain, CT	2/23/18	3/2/18	Monday – Friday 10:00am – 6:00pm <i>*Plus 1 weekend day a month*</i>	40hrs/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.

#1038 Rocky Hill Ave. New Britain, CT	2/8/18	2/15/18	Monday – Friday  <b>**Split Shift**</b>	7:00am – 10:00am 4:00pm – 8:00pm	35hrs/FT
#1043 Bess Mac Kensington, CT	2/15/18	2/22/18	Tuesday – Friday Saturday	2:00pm – 10:00pm 7:00am – 3:00pm	40hrs/FT
#1048 High Rd. Kensington, CT	2/23/18	3/2/18	Monday – Friday <i>*Knowledge of ASL or ability to sign preferred*</i> <i>*Must be Med Certified or in process of becoming certified*</i>	3:30pm – 10:00pm	32.5hrs/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
#1008 High Rd Kensington, CT	8/29/17	Position still available	Saturday & Sunday	6:00am – 2:00pm 16hrs/PT
#1014 Wells Wethersfield, CT	11/2/17	Position still available	Thursday & Friday Saturday	7:00am – 9:00am 9:00am – 5:00pm 12hrs/PT
#1016 IHS Plainville/Farmington CT	11/6/17	Position still available	Thursday & Friday Saturday Sunday <i>*Must drive own vehicle Thursday &amp; Friday*</i>	5:30pm – 9:00pm 9:00am – 2:00pm 9:00am – 3:00pm 18hrs/PT
#1005 Birchwood New Britain, CT	12/4/17	Position still available	Sunday Monday & Friday Saturday	8:00am – 2:00pm 6:00am – 10:00am 8:00am – 2:00pm 20hrs/PT
#1028 Rocky Hill Ave. New Britain, CT	1/8/18	Position still available	Monday & Friday Saturday Sunday	2:00pm – 9:00pm 5:00pm – 9:00pm 9:00am – 3:00pm 24hrs/PT
#1039 Jones Dr. New Britain, CT	2/14/18	2/21/18	Monday – Friday	7:00am – 9:00am 10hrs/PT

Posting #	Posting Date	Closing date	Schedule	Hours	
#1040 Burlington Bristol, CT	2/14/18	2/21/18	Saturday Sunday	3:00pm – 11:00pm 9:00am – 2:00pm	13hrs/PT
#1042 Bess Mac Kensington, CT	2/15/18	2/22/18	Saturday Sunday	1:00pm – 9:00pm 7:00am – 3:00pm	16hrs/PT
#1049 Osgood Ave. New Britain, CT	2/23/18	3/2/18	Saturday Sunday Monday	9:00am – 5:00pm 5:00pm – 11:00pm 3:00pm – 11:00pm	22hrs/PT
#1050 Oakwood Dr. New Britain, CT	2/23/18	3/2/18	Saturday & Sunday	9:00am – 5:00pm	16hrs?PT

### **Part Time Every Other Weekend Positions:**

Posting #	Posting Date	Closing date	Schedule	Hours	
#1023 Plainville Plainville, CT	2/12/18	2/19/18	Friday Saturday	2:00pm – 8:00pm 9:00am – 3:00pm	12hrs/PT
#1041 Birchwood Dr. New Britain, CT	2/15/18	2/22/18	Saturday & Sunday	8:00am – 2:00pm	12hrs/PT
#1045 Jones Dr. New Britain, CT	2/20/18	2/27/18	Friday Saturday & Sunday	2:00pm – 10:00pm 7:00am – 3:00pm	24hrs/PT

### **Per –Diem Positions**

Posting #	Posting Date	Closing date	Schedule	Hours
#1024 Burlington Bristol, CT	2/15/18	2/22/18	2 <sup>nd</sup> shift and weekends needed	Per Diem
#1046 Jones Dr. New Britain, CT	2/20/18	2/27/18	Weekend morning and weekend evening availability needed	Per Diem
#1051 Wells Rd. Wethersfield, CT	2/23/18	3/2/18	1 <sup>st</sup> shift, 2 <sup>nd</sup> shift and weekend availability needed	Per Diem