



**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:**

**Vice President of Operations**

**General Description of Position:** This position is responsible for administrating the overall maintenance, repair and safe operation of all CCARC Residential and Day Program Facilities and vehicles. It also requires the coordination of Transportation Services, addresses any and all safety concerns including conducting safety related in-services, safety meetings on a regular basis, and Recreational Services. Person in position directly reports to the CEO and functions in accordance with CCARC policies and procedures as established by this Board of Directors.

**Minimum Requirement:** Bachelor Degree or related experience in Operations for four years and at least two years' experience working with persons with disabilities and staff supervisory experience.

Posting #	Posting Date	Closing date	Schedule	Hours
#1076 Slater Rd. New Britain, CT	4/16/18	4/23/18	Monday – Friday	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.

Posting #	Posting Date	Closing date	Schedule	Hours
#1038 Rocky Hill Ave. New Britain, CT	4/12/18	Position still available	Monday – Friday  *Split Shift*	7:00am – 10:00am 4:00pm – 8:00pm  40hrs/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
#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
#1042 Bess Mac Kensington, CT	4/9/18	Position still available	Saturday Sunday 1:00pm – 9:00pm 7:00am – 3:00pm	16hrs/PT
#1054 Essex New Britain, CT	3/8/18	Position still available	Tuesday Wednesday – Friday Saturday 3:30pm – 7:00pm 4:00pm – 8:00pm 9:00am – 4:00pm <i>*Must drive own vehicle*</i>	22.5hrs/PT
#1059 Burlington Bristol, CT	3/20/18	Position still available	Saturday Sunday & Monday 2:00pm – 10:00pm 3:00pm – 11:00pm	24hrs/PT
#1064 Black Rock New Britain, CT	3/22/18	Position still available	Sunday – Tuesday 2:00pm – 10:00pm	24hrs/PT
#1065 Burlington Bristol, CT	4/12/18	Position still available	Monday – Friday 6:30am – 10:30am	20hs/PT
#1066 Bess Mac Kensington, CT	3/27/18	Position still available	Thursday Saturday & Sunday 2:30pm – 11:00pm 3:00pm – 11:00pm	24.5hrs/PT
#1070 Bess Mac Kensington, CT	4/2/18	Position still available	Monday – Friday 7:00am – 9:00am	10hrs/PT
#1071 Birchwood New Britain, CT	4/2/18	Position still available	Friday & Saturday Sunday 2:00pm – 10:00pm 8:00am – 2:00pm	22hrs/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
#1075 Sy B New Britain, CT	4/12/18	Position still available	Monday – Friday Sunday 6:00am – 9:00am 12:00pm – 8:00pm	20hrs/PT
#1077 Sy B New Britain, CT	4/20/18	4/27/18	Monday – Friday 4:00pm – 8:00pm	20hrs/PT

**Part Time Every Other Weekend Positions:**

Posting #	Posting Date	Closing date	Schedule	Hours
#1023 Plainville Plainville, CT	2/12/18	Position still available	Friday Saturday 2:00pm – 8:00pm 9:00am – 3:00pm	12hrs/PT
#1057 Sy B New Britain, CT	3/8/18	Position still available	Saturday Sunday 12:00pm – 8:00pm 2:00pm – 10:00pm	16hrs/PT