



**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 – Position on hold**

Posting #	Posting Date	Closing date	Schedule	Hours
#1094 Slater Rd New Britain, CT	6/1/18	No longer accepting applications	Monday – Friday	35hrs/FT

**Residential Services Lead Instructor**

General Description of Position: The person in this position will assist the Residential Services Manager to oversee and manage the Community Residence Program - 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 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: Bachelor’s degree in Human Services field or High school diploma/GED and one year of related experience with individuals who are developmentally disabled. Must have experience with Microsoft Office Suite (outlook, word, etc.). Must have a valid driver’s license.

#1196 Birchwood New Britain, CT	2/20/19	2/27/19	Tuesday & Wednesday (Admin) Thursday – Saturday (Direct Care) <i>*Current DDS Med. Certification preferred*</i>	10:00am – 6:00pm 1:00pm – 9:00pm	40hrs/FT
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## **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: Basic computer skills, good report writing skills, positive and respectful interactions with individuals and team, flexibility and a positive attitude. Must be able to lift 50 lbs.

Posting #	Posting Date	Closing date	Schedule	Hours
#1188 EOP New Britain, CT	2/8/19	Position still available	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.

Posting #	Posting Date	Closing date	Schedule	Hours
#1128 Birchwood Dr. New Britain, CT	8/31/18	Position still available	Tuesday – Saturday  2:00pm – 10:00pm	40hrs/FT
#1186 Plainville Plainville, CT	2/5/19	Position still available	Sunday – Wednesday  11:00pm – 9:00am	40hrs/FT
#1192 Bess Mc. Kensington, CT	2/18/19	2/25/19	Sunday Monday Wednesday & Friday  3:00pm – 10:00pm 2:00pm – 10:00pm 2:30pm – 11:00pm	32hrs/FT
#1193 Jones Dr. New Britain, CT	2/18/19	2/25/19	Sunday Monday – Thursday  9:00am – 5:00pm 3:00pm – 11:00pm	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
#1130 High Rd. Kensington, CT	9/7/18	Position still available	Saturday & Sunday 6:00am – 2:00pm <b>Ability to communicate in ASL is preferred</b> <b>Must already be Med Certified or in the process of obtaining</b> <b>Experience with total assist and behavioral homes required</b>	16hrs/PT
#1140 Jones Dr. New Britain, CT	9/27/18	Position still available	Monday – Friday 7:00am – 10:00am	15hrs/PT
#1070 Bess Mac Kensington, CT	10/16/18	Position still available	Monday – Friday 7:00am – 9:00am	10hrs/PT
#1165 Jones Dr. New Britain, CT	12/14/18	Position still available	Friday Saturday & Sunday 3:00pm – 11:00pm 5:00pm – 11:00pm	20hrs/PT
#1175 Birchwood Dr. New Britain, CT	1/10/19	Position still available	Tuesday – Friday Saturday 6:00am – 9:00am 6:00am – 2:00pm	20hrs/PT
#1180 Burlington Ave. Bristol, CT	1/28/19	Position still available	Saturday Sunday & Monday 2:00pm – 10:00pm 3:00pm – 11:00pm <i>*Experience with behaviors preferred*</i>	24hrs/PT
#1183 Oakwood Dr. New Britain, CT	1/29/19	Position still available	Saturday & Sunday <i>*Current DDS Med. Certification preferred*</i> 9:00am – 5:00pm	16hrs/PT
#1184 High Rd. Kensington, CT	2/1/19	Position still available	Saturday & Sunday Monday 9:00am – 3:00pm 2:00pm – 11:00pm <i>*Must have experience in behavioral homes*</i> <i>*Knowledge of ASL is preferred*</i>	21hrs/PT
#1173 Plainville Plainville, CT	2/20/19	2/27/19	Monday – Friday 6:30am – 9:00am	12.5hrs/PT

## **Part Time Every Other Weekend 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
#1134 Plainville Plainville, CT	9/17/18	Position still available	Friday Saturday 2:00pm – 8:00pm 9:00am – 3:00pm	12hrs/PT
#1177 Rocky Hill Ave. New Britain, CT	1/14/19	Position still available	Saturday & Sunday 9:00am – 5:00pm	16hrs/PT
#1181 Westwoods Farmington, CT	1/28/19	Position still available	Saturday Sunday 9:00am – 2:00pm 9:00am – 3:00pm	11hrs/PT
#1182 Westwoods Farmington, CT	1/28/19	Position still available	Saturday Sunday 9:00am – 2:00pm 9:00am – 3:00pm	11hrs/PT
#1191 Rocky Hill Ave. New Britain, CT	2/15/19	2/22/19	Saturday & Sunday 7:00am – 3:00pm	16hrs/PT

## **Per Diem Positions:**

### **Residential and Day Services Sub**

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
#1169 Burlington Ave. Bristol, CT	12/27/18	Position still available	All shifts needed Med Certification preferred	Per Diem
#1195 Rocky Hill Ave. New Britain, CT	2/19/19	2/26/19	All shifts needed	Per Diem