



****All new and existing employees are required to attend and maintain mandatory trainings****
****All Direct Care applicants must be able to become or already be DDS Med. Certified ****

Human Resources Administrative Assistant/Receptionist:

CCARC is looking for a Human Resources Administrative Assistant who will also function as the company’s receptionist. We are looking for a fast learning, customer service orientated person. Must be personable, friendly and motivated to excel as this position has the potential for advancement.

General Description of Position: The person in this position will perform administrative duties for CCARC including but not limited to, answering telephone, word processing, faxing, data entry, copying, filing and assisting in human resources functions as needed. As the 1st person of contact with CCARC this person must be kind and professional in all aspects of this position.

Minimum Requirement: High School Diploma/GED, Valid Driver’s License. Must obtain and maintain all required trainings. Must have experience with Microsoft products and basic computer skills.

Additional Requirements: Applicant must have excellent teamwork skills, good computer and writing skills, exhibit positive and respectful interactions with others, have a flexible attitude and good behavioral management skills.

#1499 Slater Rd. New Britain, CT	9/25/20	10/2/20	Monday – Friday <i>*Expected start date of 11-9-2020*</i>	8:00am – 4:00pm	35hrs/FT
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Day Services Direct Support Professional Positions:

General Description of Position: To provide direct care in a day program setting to participants with special needs to enable their highest quality of life in terms of their physical, emotional and mental health while adhering to CCARC policies and procedures.

Minimum Requirement: High School Diploma/GED, Valid Driver’s License and an interest in working with individuals that have developmental disabilities. Must obtain and maintain all required trainings. Must have experience with Microsoft products and basic computer skills.

Additional Requirements: Applicant must have excellent teamwork skills, good computer and writing skills, exhibit positive and respectful interactions with others, have a flexible attitude and good behavioral management skills.

#1431 Slater Rd. – CEP New Britain, CT	9/22/20	9/29/20	Monday – Friday	7:30am – 2:30pm	35hrs/FT
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Residential Services Direct Support Professional Positions:

General Description of Position: To provide direct care in a residential setting to participants with special needs to enable their highest quality of life in terms of their physical, emotional and mental health while adhering to CCARC policies and procedures.

Minimum Requirement: High School Diploma/GED, Valid Driver's License and an interest in working with individuals that have developmental disabilities. Must obtain and maintain all required trainings. Must have experience with Microsoft products and basic computer skills.

Full Time:

Posting #	Posting Date	Closing date	Schedule	Hours
#1488 Jones Dr. New Britain, CT	9/2/20	Position still available	Sunday 7:00am – 3:00pm Monday – Wednesday 1:15pm – 7:00pm Thursday 3:00pm – 11:00pm <i>*Experience in high behavioral homes required*</i> <i>*Active DDS Med. Cert. required*</i>	33.25hrs/FT
#1498 Birchwood Dr. New Britain, CT	9/16/20	9/23/20	Sunday – Thursday 2:00pm – 10:00pm	40hrs/FT
#1500 Barbour Rd. New Britain	9/23/20	9/30/2020	Sunday – Wednesday 2:00pm – 10:00pm	32hrs/FT

Part Time:

Posting #	Posting Date	Closing date	Schedule	Hours
#1262 High Rd. Kensington, CT	6/25/19	Position still available	Monday – Friday 6:00am – 8:00am <i>*Some knowledge of ASL required*</i> <i>*Experience in Behavioral Homes preferred; This is a 1:1 position*</i>	10hrs/PT
#1313 High Rd. Kensington, CT	9/11/19	Position still available	Saturday & Sunday 6:00am – 2:00pm <i>*Knowledge of American Sign Language preferred*</i> <i>*Experience in Behavioral Homes preferred; Must be med certified or able to become med certified; This is a 2:1 position*</i>	16hrs/PT
#1367 Barbour Rd. New Britain, CT	12/20/19	Position still available	Sunday 12:00pm – 7:00pm Monday – Thursday 6:00am – 9:00am	19hrs/PT
#1403 Birchwood Dr. New Britain, CT	2/17/20	Position still available	Friday & Saturday 2:00pm – 10:00pm	16hrs/PT
#1421 Osgood Ave. New Britain, CT	3/6/20	Position still available	Friday 2:00pm – 6:30pm Saturday 9:00am – 3:00pm Sunday 9:00am – 2:00pm <i>*Active DDS Med. Certification Required*</i>	15.5hrs/PT
#1422 Osgood Ave. New Britain, CT	3/6/20	Position still available	Monday 3:00pm – 11:00pm Saturday 9:00am – 5:00pm Sunday 5:00pm – 11:00pm <i>*Active DDS Med. Certification Required*</i>	22hrs/PT
#1434 Old Farms Rd. Berlin, CT	4/1/20	Position still available	Friday 6:00am – 9:00am Saturday 6:00am – 2:00pm Sunday 2:00pm – 10:00pm	19hrs/PT
#1461 Burlington Ave. Bristol, CT	7/8/20	Position still available	Monday 3:00pm – 11:00pm Saturday & Sunday 2:00pm – 10:00pm <i>*Experience with behaviors preferred*</i>	24hrs/PT
#1462 Burlington Ave. Bristol, CT	7/8/20	Position still available	Saturday & Sunday 3:00pm – 11:00pm	16hrs/PT
#1468 Birchwood Dr. New Britain, CT	7/20/20	Position still available	Friday 6:00am – 10:00am Saturday & Sunday 8:00am – 2:00pm Monday 6:00am – 10:00am	20hrs/PT

Posting #	Posting Date	Closing date	Schedule	Hours
#1477 Osgood Ave. New Britain, CT	8/11/20	Position still available	Monday – Wednesday <i>*Active DDS Med. Certification preferred*</i>	3:00pm – 11:00pm 24hrs/PT
#1478 Barbour Rd. New Britain, CT	8/14/20	Position still available	Friday – Sunday Monday	8:00am – 2:00pm 2:00pm – 10:00pm 26hrs/PT
#1480 Barbour Rd. New Britain, CT	8/17/20	Position still available	Monday – Friday <i>*Active DDS Med. Certification preferred*</i>	3:00pm – 7:00pm 20hrs/PT
#1481 New Britain Ave./IHS New Britain, CT	8/18/20	Position still available	Thursday & Friday Saturday <i>*Must have own vehicle*</i>	5:00pm – 9:00pm 11:00am – 3:00pm 12hrs/PT
#1487 Unionville Ave. Plainville, CT	9/2/20	Position still available	Friday & Saturday	3:00pm – 10:00pm 14hrs/PT
#1491 Old Farms Place Berlin, CT	9/3/20	Position still available	Saturday & Sunday	8:00am – 2:00pm 12hrs/PT
#1493 Jones Dr. New Britain, CT	9/3/20	Position still available	Monday – Thursday Friday <i>*Experience in behavioral homes needed*</i>	7:00am – 10:00am 7:00am – 10:00am & 2:00pm – 10:00pm 23hrs/PT
#1494 Unionville Ave. Plainville, CT	9/11/20	Position still available	Friday Saturday	2:00pm – 8:00pm 7:00am – 3:00pm 14hrs/PT
1495 Jones Dr. New Britain, CT	9/11/20	Position still available	Friday Saturday & Sunday	3:00pm – 11:00pm 5:00pm – 11:00pm 20hrs/PT
#1496 Rocky Hill Ave. New Britain, CT	9/14/20	Position still available	Saturday & Sunday	2:00pm – 10:00pm 16hrs/PT
#1501 Barbour Rd New Britain, CT	9/23/20	9/30/20	Monday – Friday	6:30am – 9:30am 15hrs/PT

Per Diem:

Posting #	Posting Date	Closing date	Schedule	Hours
#1370 High Rd. Kensington, CT	12/31/19	Position still available	All shifts needed Knowledge of American Sign Language preferred <i>*Experience in Behavioral Homes preferred; Med certification preferred*</i>	Per Diem
#1456 Unionville Ave. Plainville, CT	7/2/20	Position still available	Monday – Friday Saturday & Sunday	2 nd & 3 rd shifts 1 st & 2 nd shifts Per Diem
#1463 Oakwood Dr. New Britain, CT	7/8/20	Position still available	Monday – Friday Monday & Tuesday Wednesday – Friday 2 nd & 3 rd shifts needed all days	7:00am – 9:00am 11:30am – 2:30pm 9:00am – 2:30pm Per Diem
#1486 Burlington Ave. Bristol, CT	9/2/20	Position still available	Saturday & Sunday <i>*Experience in behavioral homes preferred*</i>	1 st & 2 nd shifts Per Diem
#1489 Rocky Hill Ave. New Britain, CT	9/3/20	Position still available	Saturday & Sunday	1 st & 2 nd shifts Per Diem
#1490 Barbour Rd. New Britain, CT	9/3/20	Position still available	All shifts needed	Per Diem