



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 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
#1152 Rocky Hill Ave. New Britain, CT	11/8/18	11/15/18	Sunday – Tuesday 9:00pm – 7:00am <i>*12:00am – 6:00am are sleep hours*</i>	30hrs/FT
#1153 Westwoods Farmington, CT	11/12/18	11/19/18	Sunday – Wednesday 11:00pm – 9:00am <i>*12:00am – 6:00am are sleep hours*</i> <i>*Bed checks/client assistance may be needed during sleep hours*</i>	40hrs/FT

Part Time Every Week Positions:

Lunch Aide

General Description of Position: The person in this position will assist Instructors with ensuring proper food consistency and modifications as needed. This position will function according to the policies established by the CCARC, Inc. Board of Directors, with the goal to maintain the health and safety of the individuals.

Minimum Requirement: 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 and must be able to meet physical demands of the job.

Additional Requirement: Good communication and problem solving skills. Must be knowledgeable of different food consistencies and must be able to work with all CCARC programs and clinical teams. Must be able to complete the following required documentation: data, IR, etc. as necessary. Must be able to maintain required trainings.

Posting #	Posting Date	Closing date	Schedule	Hours
#1144 CEP New Britain, CT	10/5/18	Position still available	Monday – Friday 9:00 am – 2:00pm	25hrs/PT

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
#1127 Birchwood Dr. New Britain, CT	8/31/18	Position still available	Sunday & Monday Saturday 2:00pm – 10:00pm 8:00am – 2:00pm	22hrs/PT
#1130 High Rd. Kensington, CT	9/7/18	Position still available	Saturday & Sunday 6:00am – 2:00pm Ability to communicate in ASL is preferred Must already be Med Certified or in the process of obtaining Experience with total assist and behavioral homes required	16hrs/PT
#1140 Jones Dr. New Britain, CT	9/27/18	Position still available	Monday – Friday 7:00am – 9:00am	10hrs/PT
#1070 Bess Mac Kensington, CT	10/16/18	Position still available	Monday – Friday 7:00am – 9:00am	10hrs/PT

Part Time Every Other Weekend Positions:

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
#1136 Black Rock New Britain, CT	9/17/18	Position still available	Saturday & Sunday 8:00am – 2:00pm	12hrs/PT
#1137 Plainville Plainville, CT	9/20/18	Position still available	Saturday & Sunday 5:00pm – 10:00pm	10hrs/PT
#1108 Osgood Ave. New Britain, CT	8/28/18	Position still available	Saturday Sunday 9:00am – 5:00pm 5:00pm – 11:00pm <i>*Must already be Med Certified*</i>	14hrs/PT

Per Diem:

Residential 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
#1117 Oakwood Dr. New Britain, CT	8/2/18	Position still available	2 nd shift availability needed	Per Diem

Day Services Sub

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: Flexibility, professional communication skills, ability to work independently as well as part of a team, ability to lift 50lbs

#1142 Slater Rd New Britain, CT	10/4/18	Position still available	1 st shift availability needed	Per Diem
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