



****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 ****

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. 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: On call responsibilities. Must have experience with behavioral individuals, direct care and large group home care.

Posting #	Posting Date	Closing date	Schedule	Hours
#1648 Jones Dr. New Britain, CT	10/4/21	Position still available	Monday – Friday 10:00am – 6:00pm <i>*1 weekend day a month required – must be flexible with schedule*</i>	40hrs/FT

Lead Residential Direct Support Professional:

General Description of Position: The person in this position will assist the Residential Manager to oversee and manage the Community Residence Program - inclusive of the individuals, staff, facility(s) and all related information. 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. Job responsibilities will include both administration duties as well as direct care responsibilities.

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.

Additional Requirements: Active DDS Med Certification, PMT and CPR & First Aid preferred.

Posting #	Posting Date	Closing date	Schedule	Hours
#1655 Barbour Rd. New Britain, CT	10/13/21	Position still available	Tuesday & Wednesday Thursday & Friday Saturday 9:00pm – 5:00pm 2:00pm – 10:00pm 11:00am – 7:00pm	40hrs/FT

Day Services Instructor 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.

Posting #	Posting Date	Closing date	Schedule	Hours
#1578 Slater Rd. – EOP New Britain, CT	8/10/21	Position still available	Monday – Friday 8:00am – 3:00pm <i>*This is a 1:1 position*</i> <i>*Experience with behaviors preferred*</i>	35 hrs/FT
#1603 Slater Rd. – CAT New Britain, CT	9/13/21	Position still available	Monday – Friday 8:30am – 3:30pm	35hrs/FT
#1646 Slater Rd. – EOP New Britain, CT	9/27/21	Position still available	Monday – Friday 8:30am – 3:30pm	35hrs/FT
#1654 Slater Rd. – CASA New Britain, CT	10/8/21	Position still available	Monday – Friday 7:30am – 2:30pm	35hrs/FT
#1659 Slater Rd. – CAT New Britain, CT	10/22/21	10/29/21	Monday – Friday 7:30am – 2:30pm	35hrs/FT

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
#1586 Jones Dr. New Britain, CT	5/7/21	Position still available	Tuesday & Wednesday Thursday & Friday Saturday 3:00pm – 11:00pm 1:15pm – 7:00pm 7:00am – 3:00pm <i>*Active DDS Med. Certification, PMT Certification, and experience with behaviors required*</i>	35.5hrs/FT
#1604 Unionville Ave. Plainville, CT	6/15/21	Position still available	Tuesday & Thursday Wednesday & Friday Saturday 2:00pm – 8:00pm 2:00pm – 10:00pm 9:00am – 5:00pm	36hrs/FT
#1608 Old Farms Place Berlin, CT	6/22/21	Position still available	Monday Wednesday – Saturday <i>*Active DDS Med. Certification Required*</i>	40hrs/FT

Posting #	Posting Date	Closing date	Schedule	Hours
#1642 Barbour Rd. New Britain, CT	9/10/21	Position still available	Thursday Friday & Saturday 10:00pm – 9:00pm 10:00pm – 8:00am	31hrs/FT
#1650 Birchwood Dr. New Britain, CT	10/4/21	Position still available	Thursday – Saturday 10:00pm – 8:00am	30hrs/FT
#1651 Barbour Rd. New Britain, CT	10/4/21	Position still available	Thursday – Saturday 10:00pm – 8:00am	30hrs/FT
#1656 Barbour Rd. New Britain, CT	10/13/21	Position still available	Sunday – Wednesday 10:00pm – 8:00am	40hrs/FT

Part Time:

Posting #	Posting Date	Closing date	Schedule	Hours
#1403 Birchwood Dr. New Britain, CT	2/17/20	Position still available	Thursday – Saturday 2:00pm – 10:00pm	24hrs/PT
#1422 Osgood Ave. New Britain, CT	3/6/20	Position still available	Monday Saturday Sunday 3:00pm – 11:00pm 9:00am – 5:00pm 5:00pm – 11:00pm <i>*Active DDS Med. Certification Required*</i>	22hrs/PT
#1487 Unionville Ave. Plainville, CT	9/2/20	Position still available	Friday & Saturday 3:00pm – 10:00pm	14hrs/PT
#1494 Unionville Ave. Plainville, CT	9/11/20	Position still available	Friday Saturday 2:00pm – 8:00pm 7:00am – 3:00pm	14hrs/PT
#1496 Rocky Hill Ave. New Britain, CT	9/14/20	Position still available	Saturday & Sunday 2:00pm – 10:00pm	16hrs/PT
#1517 Barbour Rd. New Britain, CT	10/22/20	Position still available	Saturday & Sunday 8:00am – 2:00pm	12hrs/PT
#1530 Birchwood Dr. New Britain, CT	12/7/20	Position still available	Monday Tuesday – Thursday Friday 6:00am – 9:00am 6:00am – 10:00am 6:00am – 9:00am	18hrs/PT
#1544 Barbour Rd. New Britain, CT	2/5/21	Position still available	Sunday Monday – Thursday <i>*Active DDS Med. Certification Required*</i>	19hrs/PT
#1545 Barbour Rd. New Britain, CT	2/5/21	Position still available	Saturday & Sunday <i>*Experience with behaviors required*</i>	14hrs/PT
#1566 Old Farms Place Berlin, CT	3/31/21	Position still available	Saturday & Sunday 11:00am – 4:00pm	10hrs/PT
#1579 Birchwood Dr. New Britain, CT	5/4/2021	Position still available	Saturday & Sunday Monday & Friday 8:00am – 2:00pm 6:00am – 10:00am	20hrs/PT
#1580 Jones Dr. New Britain, CT	5/4/21	Position still available	Friday Saturday & Sunday <i>*Experience with behaviors and active DDS Med Certification required*</i>	20hrs/PT
#1589 Barbour Rd. New Britain, CT	5/13/21	Position still available	Saturday & Sunday 4:00pm – 10:00pm	12hrs/PT
#1590 Birchwood Dr. New Britain, CT	8/25/21	Position still available	Friday & Saturday 10:00pm – 8:00am	20hrs/PT

Posting #	Posting Date	Closing date	Schedule	Hours	
#1593 Burlington Ave. Bristol, CT	5/27/21	Position still available	Monday Saturday & Sunday	3:00pm – 11:00pm 3:00pm – 11:00pm	24hrs/PT
#1601 Old Farms Place Berlin, CT	6/7/21	Position still available	Monday – Friday	6:00am – 9:00am	15hrs/PT
#1618 Simms Rd Kensington, CT	7/15/21	Position still available	Saturday Sunday	9:00am – 9:00pm 7:00am – 3:00pm	20hrs/PT
#1629 Barbour Rd. New Britain, CT	7/30/21	Position still available	Monday – Friday	6:00am – 9:00am	15hrs/PT
#1635 Jones Dr. New Britain, CT	8/17/21	Position still available	Monday – Friday Friday	7:00am – 10:00am 2:00pm – 10:00pm	23hrs/PT
#1643 Oakwood Dr. New Britain, CT	9/10/21	Position still available	Monday – Friday	7:00am – 9:00am	10hrs/PT
#1652 Birchwood Dr. New Britain, CT	10/4/21	Position still available	Sunday Monday – Thursday	6:00am – 2:00pm 6:00am – 9:00am	20hrs/PT
#1657 Rocky Hill Ave New Britain, CT	10/15/21	Position still available	Monday – Friday	6:00am – 9:00am	15hrs/PT
#1658 Osgood Ave New Britain, CT	10/15/21	Position still available	Friday Saturday Sunday	2:00pm – 6:30pm 9:00am – 3:00pm 9:00am – 2:00pm	15.5hrs/PT

Every Other Weekend:

Posting #	Posting Date	Closing date	Schedule	Hours	
#1533 Osgood Ave. New Britain, CT	12/22/20	Position still available	Saturday Sunday	5:00pm – 11:00pm 9:00am – 5:00pm	14hrs/PT
#1570 Old Farms Place Berlin, CT	4/1/21	Position still available	Saturday & Sunday	7:00am – 2:00pm	14hrs/PT
#1610 Old Farms Place Berlin, CT	6/22/21	Position still available	Saturday & Sunday	7:00am – 2:00pm	14hrs/PT
#1631 Birchwood Dr. New Britain, CT	8/4/21	Position still available	Saturday & Sunday	8:00am – 2:00pm	12hrs/PT
#1660 Scott Swamp Rd Farmington, CT	10/22/21	10/29/21	Saturday Sunday	9:00am – 3:00pm 9:00am – 2:00pm	11hrs/PT

Per Diem:

Posting #	Posting Date	Closing date	Schedule	Hours	
#1408 Slater Rd. New Britain, CT	3/24/21	Position still available	Monday – Friday	8:30am – 2:30pm	Per Diem
#1456 Unionville Ave. Plainville, CT	7/2/20	Position still available	Monday – Friday Saturday & Sunday	1 st , 2 nd , & 3 rd shifts 1 st & 2 nd shifts	Per Diem

Posting #	Posting Date	Closing date	Schedule	Hours
#1550 Burlington Ave Bristol, CT	2/18/2021	Position still available	All shifts Needed	Per Diem
#1553 Old Farms Place Berlin, CT	2/24/2021	Position still available	All Shifts Needed	Per Diem
#1560 Jones Dr. New Britain, CT	3/16/21	Position still available	All Shifts Needed	Per Diem
#1614 Oakwood Dr. New Britain, CT	7/1/21	Position still available	All Shifts Needed	Per Diem
#1620 High Rd Berlin, CT	7/22/21	Position still available	<i>*Fluency in American Sign Language preferred*</i> <i>*Experience with behaviors and active DDS Med Certification required*</i>	Per Diem
#1633 Birchwood Dr. New Britain, CT	8/12/21	Position still available	All shifts needed	Per Diem
#1653 Simms Rd. Kensington, CT	10/4/21	Position still available	Monday – Friday 8:30am – 2:30pm	Per Diem

Maintenance Staff

General Description of Position: This position is responsible for providing a variety of routine Group Home Facility tasks, building maintenance and cleaning, painting, floors, minor vehicle tasks, and repair services for CCARC facilities as well as security of all facilities, vehicles and related paper work and reports. It also requires the safe operation, maintenance, and care of all equipment as it relates to vehicles and facilities. Must have good attendance, work ethic, be a self starter, a good team member and be reliable. Position is directly responsible to the V.P. Operations in accordance with CCARC, Inc. as established by the Board of Directors.

Minimum Requirement: High School Diploma/GED and valid driver's license. Basic home improvement/maintenance skills and some knowledge of auto repair/maintenance. Must be able to lift at least 50 pounds.

Per Diem:

Posting #	Posting Date	Closing date	Schedule	Hours
#1628 Slater Rd New Britain, CT	7/28/21	Position still available	8:00am – 2:00pm	Per Diem