



## DEVELOPMENTAL DISABILITIES SERVICES

### Current Positions Available

### November 8, 2017

**Program Manager:**

**Position Summary:** Coordinates the development, implementation, scheduling, operation, and evaluation of all residential programming in assigned program(s). Provides comprehensive planning, program oversight, and active supports for the care and treatment of agency clients. Networks with area community providers for the benefit of the clients and the agency in support of its mission. Interviews, trains, and provides professional development to staff, interns, and volunteers for the positions for which it supervises. Performs other duties as assigned. **EOE**

**Job Requirements:** Bachelor degree required, **Master Level preferred** with three to five (3-5) years' supervisory/administrative experience in human services or a related field. Prior experience working with people with intellectual disabilities. Valid Connecticut Driver's license with clean driving record is required. Completion of certifications of CPR & First Aid, PMT, Medication Certification, and all others required through DDS. Strong computer skills including working knowledge of Microsoft Office is required. Knowledge of the community support system and resources is preferred.

**Program:**

Meriden/Collindale CLA 1  
Meriden/Oregon Rd. Program

FT 40hrs  
FT 40hrs

**Schedule:**

Schd. To Be Determined  
Schd. To Be Determined

**Residential Assistant:**

**Position Summary:** Assists in providing counseling and supportive services for clients in the program. Provides transportation to medical/psychiatric appointments, day programs, and psychosocial rehabilitation programs as needed. Assists in providing hands-on instruction with activities of daily living as required by the individual client. Performs other duties as assigned. **EOE**

**Job Requirements:** High School Diploma plus 3-5 years of experience service in related field or prior experience necessary. Additional certifications in CPR, PMT, First Aid, and Medication Administration Required.

**Programs:**

Bridgeport/Supporting Living Program  
Bristol/Stevens Road Program  
Bristol/Stevens Road Program  
Bristol/Stevens Road Program

PT 9hrs  
PT 18hrs  
PT 15hrs  
PT 22hrs

**Schedule:**

Sun 10a-5p Mon 8a-10a  
Mon/Fri 2p-8p Sat 3p-9p  
Mon-Fri 7a-10a  
Sun 4p-12a Fri 2p-10p  
Sat 10a-4p

Hamden/Heathridge CLA 6 Program  
Meriden/Oregon Road Program  
Middletown/Lincoln St. Program  
Middletown/Lincoln St. Program  
Middletown/Lincoln St. Program

PT 8hrs  
PT 8hrs  
PT 16hrs  
PT 16hrs  
PT 35hrs

Fri 3p-11p  
Sat 7a-3p  
Fri/Sat 2p-10p  
Sat/Sun 3-11p  
Tue 3p-11p Wed 2p-9p  
Thur/Fri 3p-9p Sat 7a-3p  
Mon-Fri 7a-3p  
Sat/Sun 7a-3p  
Sun 3p-9p Mon-Tue 3p-8p  
Fri 3p-9p Sat 12p-8p

Meriden/South Colony Program  
New Haven/Batter Terrace Program  
New Haven/Batter Terrace Program

FT 40hrs  
PT 16hrs  
PT 30hrs



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New Haven/Maple Street Program	PT 16hrs	Sat/Sun 10a-6p
New Haven/Maple Street Program	PT 16hrs	Sun/Mon 3p-11p
Plantsville/Marion Ave. CLA 3	PT 16hrs	Sat/Sun 3p-11p
Southington/Millbrook CLA 4	PT 8hrs	Fri 7a-3p
Southington/Mt. Vernon CLA 2	FT 40hrs	Sun-Thur 3p-11p
Southington/Mt. Vernon CLA 2	FT 40hrs	Sun-Thur 3p-11p
Southington/Mt. Vernon CLA 2	PT 32hrs	Tues 3-11p Wed-Sat 3p-9p
Southington/Mt. Vernon CLA 2	PT 16hrs	Fri/Sat 3p-11p
Southington/Mt. Vernon CLA 2	PT 16hrs	Fri/Sat 3p-11p
Wolcott/Red Fox Run Program	FT 40hrs	Sun-Thur 3p-11p

**Residential Assistant - Overnight:**

**Programs:**

New Haven/Batter Terrace Program	PT 26hrs
Norwich/Thomas Ave CLA 7	PT 10hrs
Wolcott/Red Fox Run Program	PT 16hrs

**Schedule:**

Thur 11p-9a Fri/Sat 11p-7a
Sat 11p-9a
Fri/Sat 11p-7a (TEMP)

Please forward letter of intent along with updated resume to:  
Toni Carlton  
Recruiting/Human Resource Manager  
Email: [tcarlton@continuumct.org](mailto:tcarlton@continuumct.org) or [ddsresumes@continuumct.org](mailto:ddsresumes@continuumct.org)  
or  
Fax: (203) 777-9645