

Current Employment Opportunities

www.thearcnepa.org

**Job Titles-Manager of Adult Day Program,
DSP,
Supported Living Specialist**

<p><u>Full Time</u></p>	<p><u>Manager of ADP</u> Mon-Fri 8am-4pm 1 Position Available</p> <p><u>DSP:</u> <u>Float *Flexibility required*</u> 40 hours per week 2 Positions Available</p> <p><u>Wed-Fri alt Sat</u> 11pm-9am 5 Positions Available</p> <p><u>Sun-Tues alt. Sat</u> 11pm-9am 4 Positions Available</p> <p><u>Mon-Fri</u> 4pm-11pm 2 Positions Available</p> <p><u>Supported Living Specialist:</u> <u>Mon-Fri (flexibility required)</u> 9:30am-5:30pm 1 Position Available</p>	<p>*Benefit Eligible</p>
<p><u>Part Time-B</u></p>	<p><u>DSP:</u> <u>Must be able to work every or every other Sat & Sun</u> 9am-3pm 11am-7pm 3pm-11pm 8 Positions Available 2 Positions Available 7 Positions Available</p>	<p>Non-Benefit Eligible</p>

--All positions require flexibility--

**Contact Allison or Tina in Human Resources for any additional information or questions

Our outstanding benefit package includes:

Health insurance*	Pension	\$400 for new employee
Dental insurance*	Vacation days*	referral bonuses
Vision insurance*	Personal days*	Fitness Club reimbursement
Life/AD&D insurance	Sick days*	Credit union
Long Term Disability insurance	Holidays	Direct deposit

PLEASE NOTE:

Minimum requirements for these positions include:

*****18 years of age or older**

*****High School Diploma/GED**

*****Valid PA driver=s license**

Previous Human Services experience helpful, but not necessary.

Paid training provided.

To be considered for one of these positions, a completed application must be on file with our Human Resources Department.

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT OPPORTUNITIES WITH THE ARC.



PLEASE POST

JOB OPPORTUNITY

Position: Manager of Adult Day Program

Location: Meadow Avenue

Days/Hours: 40 hours per week

Requirements:

*A Bachelor's Degree in related field and two years' experience working directly with persons with intellectual and developmental disabilities is required;

*Previous administrative/managerial experience;

*A working knowledge of PA Dept of Human Services, Office of Developmental Programs, Services descriptions and regulations including ODP 2380, Department of Aging Chapter 11;

*Familiarity of HCSIS/EIM electronic systems;

*Effective leadership, communication, interpersonal and organizational skills;

*A valid PA driver's license;

*Reliable transportation and able to work flexible hours

Responsibilities: Under the administrative supervision of the Senior Manager of Licensed Services, the position is responsible for managing the operations of The Arc Adult Day Services, including Arc based Vocational Services and Carbon-Monroe-Pike community-based day services, to ensure that program activities provide assistance, training and support for the acquisition of functional skills, personal needs, communication, adjustment, and participation in community life including work opportunities.

Contact: Supervisor and Human Resources, with letter of intent **by 3/2/2018.**