

## Open Positions

Posting#	Posting Date	Expiration	Job Title/Dept.	Salary/Hourly	Schedule
2290	08/09/2018	08/22/2018	Residential Sichenze DSP Male Fulltime Driver required	\$13.00	Monday 2pm-10pm Tuesday Overnight 2pm-10am Friday 2pm-10pm
2291	08/09/2018	08/22/2018	Residential Narrows DSP Male/Female Part time Driver required	\$13.00	Sunday 10am-10pm
2292	08/09/2018	08/22/2018	Day Program Hope C Morrison Asst. Hab Spec. Male Fulltime Driver required	\$13.00	Mon thru Friday 8:30am-3pm
2286	08/02/2018	08/15/2018	Residential Quinones DSP Part time Female/Male Driver preferred	\$13.00	Sunday Overnight 10pm-10am
2287	08/02/2018	08/15/2018	Residential Quinones DSP Male Part time Driver preferred	\$13.00	Wednesday 3pm-11pm
2288	08/02/2018	08/15/2018	Residential Quinones DSP Female/Male Part time Driver preferred	\$13.00	Friday Overnight 10pm-10am
2289	08/02/2018	08/15/2018	Residential Quinones DSP Female/Male Part time Driver preferred	\$13.00	Saturday Overnight 10pm-10am

**Preschool**

**Secretary/Bilingual Spanish**

**Minimum Qualifications/Position Summary:**

High School Diploma/GED required. At least one (1) to two (2) years required of related experience. Bilingual Spanish written and verbal. Basic computer knowledge. Microsoft Word. Will need to attend CACFP (child and adult care food program). TA certification a plus!

Daily filing, meal program coordinator, student attendance, bus monitoring, reception desk relief, making copies, ordering supplies, appointments, classroom coverage. Perform other duties as assigned by Program Director or Assistant to Director.

### **Day Programs: Medicaid Services**

#### **Care Manager**

##### **Minimum Qualifications/Position Summary:**

BA/BS with two year's of relevant experience, or license as a Registered Nurse with two years' experience, or a Master's degree with one year of relevant experience. Absolute sense of integrity and personal commitment to serving people with I/DD and their families. Excellent interpersonal, public speaking, and written communication skills. Ability to work autonomously. Demonstrate professionalism, respect and ability to work in a team environment. Perform other duties as assigned.

The Care Manager is responsible to support individuals receiving services to:

1. Live in the most integrated setting.
2. Have meaningful and productive community participation
3. Experience personal health, safety and growth
4. Develop meaningful relationships with others
5. Have choice about their service providers
6. Support individuals with opportunity to self-direct their services
7. To ensure the changing needs of the people served are met.

### **Day Programs: Hope C. Morrison**

#### **Psychology/ABSS**

##### **Minimum Qualifications:**

The qualified psychologist possesses a Master's degree in Psychology/ABSS and has experience working with adults with Intellectual Disabilities. Primary responsibilities include developing, implementing and monitoring positive behavioral support plans and staff action plans. The psychologist works closely with the day program support team to ensure plans are being implemented and documented accurately. As such, the qualified candidate possesses excellent communication, interpersonal and documentation skills.

### **Day Programs: (Mastronardi Day Program)**

#### **Administrative Assistant**

##### **Minimum Qualifications/Position Summary**

H.S. Diploma and three years related experience. Qualified candidate has excellent organizational, documentation and computer skills, and experience assisting in a day program setting. The administrative assistant provides support in the implementation of the program schedule and activities, and is responsible for the organization of program documentation. The PA will assist the supervisor in the overall operation of the program and implementation of person centered activities and will provide back-up to the program when the supervisor is not present.

### **Residential**

#### **Asst. Residential Manager:**

##### **Minimum Qualifications/Position Summary:**

BS/BA/QIDP Preferred. CPR, SCIP, AMAP. At least five (5) years of experience working in a residential setting which provides services to adults with developmental disabilities a plus. One (1) year supervisory experience a plus. Valid Driver's License. Working knowledge of Excel, Word, Microsoft applications. Excellent written and verbal communication skills. Responsible for assisting the manager in the overall management of the facility.

### **Day Program:**

#### **Driver:**

##### **Minimum Qualifications/Position Summary:**

High School Diploma/GED required. **Position Summary:** Transports participants between homes, programs and activities, etc. as assigned and ensures safe, respectful and dignified treatment of all those in the Guild's care, consistent with all policies and applicable regulations. Maintains a safe and clean transportation environment and provides guidance for matron(s) as appropriate. Requires physical effort for driving, delivering, and providing occasional intervention to adults with disabilities. Drivers with multi passenger van experience preferred.

### **Recreation Dept.**

#### **Recreation Provider: Bowling or Arts and Crafts**

##### **Minimum Qualifications/Position Summary:**

High School Diploma or GED required. SCIP, AMAP, CPR as required by participants needs. Supports participants in various recreational activities. Requires considerable physical effort in transferring, lifting and providing intervention to adults with intellectual and physical disabilities.

**Residential Manager:**

**Minimum Qualifications/Position Summary:**

Bachelor's Degree from an accredited College/University required. Human services, special education or psychology degree required. At least three (3) years of experience working directly with adults with developmental disabilities in a residential setting. Prior management experience preferred. Working knowledge of Excel, Word, Microsoft applications.

**Position Summary:**

Responsible for the overall management of the facility, including consumer care issues, staff supervision and insuring facility/program conformance with all applicable state and federal regulations. Position requires management to be on-call 24/7.

**Residential:**

**Social Worker**

**Minimum Qualifications/Position Summary:**

BSW, or preferably MSW student with prior experience related to managing benefits (Social Security, Medicaid, Medicare...) for adults with IDD residing in certified residential homes required. Weekdays with a flexible schedule, part time at 20 hours per week.

**Responsibilities include:** Acting as liaison between residential and MSC's/Accounting office for all individual benefit issues such as recerts, acquiring benefits for current and new individuals. Pre-screening prospective residents for placement in residential sites. Assisting the Residential Director with program development issues.

**Day Program/Recreation:**

**Recreation Supervisor:**

**Minimum Qualifications/Position Summary:**

Bachelor's Degree. Five year' experience working with individuals with intellectual disabilities. Recreation experience. Supervisory experience. Qualified candidate will possess experience organizing recreational activities with people with ID. Excellent organizational, record keeping and interpersonal skills. Recreational supervisor is responsible for providing high quality, person-centered recreational activities, maintaining individual files with current clinical information, attendance records, and other pertinent program documents. Must be versed in Department of Mental Health program guidelines and accountable to requirements and audits; ensuring that the overall program remains in compliance and meets program standards. Supervisor is responsible for leading the recreational staff and coordinating meetings and training as needed.

**All internal applications must be submitted to Human Resource Department.**

**Habilitation Specialist (HSP)**

**Minimum Qualifications/Position Summary:**

Bachelor's degree in Human Services or related field, SCIP, AMAP, and CPR. At least one (1) year experience with adults with developmental disabilities. Primary responsibility is to provide direct support to adults with developmental disabilities; implementing the goals of the treatment team, and at all times providing services in a manner that ensures dignity, safety and full development of the individuals in the care of the Guild. In addition, complete and review required documentation, i.e. Day Hab Plans/Reviews, billing charts, monthly progress notes, etc. and attend ISP meetings.

**MSC**

**Community Habilitation Specialist**

**Minimum Qualifications/Position Summary:**

Bachelor's Degree in Human Service Field. SCIP, CPR, AMAP. Develop and monitor Community Habilitation plans for each individual. Experience writing habilitation plans. Helping Community Habilitation Counselors. Complete all necessary documentation.

**MSC**

**Medicaid Service Coordinator**

**Minimum Qualifications/Position Summary:**

BA/BS in related field. Applicants with an Associate's Degree or 60 earned credits towards a BA may apply and will be interviewed if no appropriate BA candidate is identified. One year experience working with people with intellectual disabilities is required. Experience with Service Coordination or supervision preferred. Coordinates and monitors the individualized service planning process, promotes self-advocacy, informed choice, and performs follow up on each individual as assigned. Must have excellent writing and interpersonal skills.

**Residential Habilitation Specialist:**

**Minimum Qualifications/Position Summary:**

**BA/BS Degree** in a human service field plus one year of experience in direct service with adults with developmental disabilities. SCIP, AMAP, CPR. Develop residential habilitation plans as identified in each residents individual service plan (ISP). Excellent communication and inter-personal skills, ability to completely and prepare reports that describe services and the response of individuals to those services in an accurate and timely manner. **Driver's License Required.**

**Community Habilitation Counselor:**

**Minimum Qualifications/Position Summary:**

High School Diploma./GED, SCIP, CPR, AMAP. Works with people individually or in small groups to help develop greater independence and community involvement.

**Maintenance:**

**Minimum Qualifications/Position Summary:**

High School Diploma/GED. Maintains and repairs Guild operated buildings. Valid NYS Driver's License. Able to drive a van. Prior maintenance experience required. Basic WORKING knowledge of hot water heating equipment, carpentry, plumbing, electrical work (example: install lighting fixtures, installing/changing outlets), painting, regular maintenance and repair, heavy lifting, snow removal. Any additional services deemed necessary by facility manager/administration/maintenance supervisor. **Must be available to work for snow removal/shoveling.** Direct supervision by the residential directors.

**Note: Please be prepared to complete a maintenance task oriented test at the time of the interview.**

**Housekeeper:**

**Minimum Qualifications/Position Summary:**

High School/GED. Must be able to comprehend labels of cleaners/household detergents/chemicals. Requires considerable physical (lifting) effort in cleaning, washing, lifting etc.

**COOK:**

**Minimum Qualifications/Position Summary:**

H.S. Diploma/GED. Preferred two years cooking experience in a institutional setting. Oversees the dietary and culinary activities for residence. NYC Department of Health Food Handlers Certification preferred. Requires considerable physical effort in standing, lifting, carrying, cooking, storing food/supplies and providing intervention to adults with disabilities when necessary. Must be able to prepare in a sanitary manner palatable and nutritionally sound meals, and develop nutritional menus. Prepare special meals prescribed by clinic professionals. Purchase Food. Insure that food storage meets OPWDD standards for cleanliness. Any related activity assigned by the manager.

**DSP/Respite:**

**Minimum Qualifications/Position Summary:**

High School Diploma, GED, SCIP, CPR. Physical effort transferring/lifting. Direct support to adult's individuals with disabilities in a day program. Driver's license required.

**Direct Support Professional/Asst. Habilitation Specialist**

**Minimum Qualifications/Position Summary:**

H.S. Diploma/GED required, some college course in the Human Services Field a Plus! Residential or Day Programs. SCIP, CPR, AMAP certifications, Driver's License preferred or required. Assists in the day-to-day provision of active support and programming according to the individuals' support plans. Promotes and protects the individuals' civil and personal rights as well as help to maintain the individuals' states of wellbeing, both physical and emotional as outlined in the program plans, and applicable regulations. Ensures the safety of individuals, co-workers, and self through the appropriate use of universal precautions, appropriate lifting and other treatment techniques.

**QIDP Residential or Day Programs**

**Minimum Qualifications/Position Summary:**

Qualified candidate possesses a Bachelor's degree in a human services field and must be a QIDP (examples of a QIDP degree include: psychology, social work, behavioral studies, nursing, education, human service studies) and has a minimum of working three years with people with intellectual disabilities, preferably in a day program setting. The person should possess excellent communication, interpersonal and documentation skills and will assist in the overall operation of the program and implementation of person centered activities.

**Direct Support Professional/Hospital Companion**

**Minimum Qualifications/Position Summary:**

H.S. Diploma/GED required, some college course in the Human Services Field a Plus! SCIP, CPR, AMAP certifications, Driver's License preferred or required.

**Primary Responsibility:** Assists and advocates for individuals from GEC residences who are admitted to the hospital, rehabilitation facility and/or a nursing home. Engages/talks with hospitalized individual to maintain his/her good spirits and avoid depression. Communicates with the individual to ensure his/her understanding of treatment they are receiving as well as the status of his/her medical situation. Assists the individual during meals" ensuring that food is prepared according to dietary requirements/restrictions. Requests assistance from hospital staff as needed by the individual.

**Secondary Responsibility:** Assists in the day-to-day provision of active support and programming according to the individuals' support plans. Promotes and protects the individuals' civil and personal rights as well as help to maintain the individuals' states of well-being, both physical and emotional as outlined in the program plans, and applicable regulations. Ensures the safety of individuals, co-workers, and self through the appropriate use of universal precautions, appropriate lifting and other treatment techniques.

**ON GOING OPEN POSITIONS FOR PRESCHOOL**

1076	09/29/2016	<b>On Going</b>	Preschool Asst. Teacher Female/Male Fulltime English or Bilingual Spanish, Chinese, Russian a Plus! Driver not required Certification Required	\$13.00	Monday thru Friday 8:30-3:00pm
955	01/14/2016	<b>On Going</b>	Preschool Speech Language Pathologist CF or TSSLDTSSH Bilingual or Chinese Spanish	Commensurate w/Experience	Part-time
729	03/05/2015	<b>On Going</b>	Preschool Licensed Psychologist Bilingual Spanish	Commensurate w/Experience	Part-time
732	03/05/2015	<b>On Going</b>	Preschool Teacher Bilingual Spanish or Chinese Extension	Commensurate w/Experience	Monday-Friday 8:30am-3pm 30Hrs

**Licensed Psychologist Bilingual Spanish:****Minimum Qualifications/Position Summary:**

NY State Certified Licensed in Psychology. Bilingual Spanish - verbal and written.

**School Social Worker: Bilingual Chinese:****Minimum Qualifications/Position Summary:**

MSW or CSW. Conducts Social Work Assessments. Works with the principal and team in providing assistance to students and outreach to families. Excellent interpersonal skills. Fluent in both verbal and written Chinese (Cantonese/Mandarin) and English.

**Occupational Therapist:****Minimum Qualifications/Position Summary:**

OTR License with Pediatric experience. Occupational Therapist will be responsible to provide occupational therapies for children 3-5 yrs old. Therapies are mandated by an IEP meeting for each child.

**Teacher Bilingual Spanish Minimum Qualifications/Position Summary:**

New York State Certified Special Education Birth-Grade 2. Bilingual Spanish Extension required. Works with developmentally delayed preschoolers 3-5 yrs. old. Fluent both verbal and written Spanish.

**Speech Language Pathologist Qualifications:** New York State Certified with a CF or holding a TSSLDTSSH and bilingual extension in Mandarin (1) and Spanish (1). Works with developmentally delayed preschoolers 3-5 year old.

**Certified Teacher's Assistant****Minimum Qualifications:**

High School Diploma/GED. Attendance at the requisite workshops and have passed the New York State Teacher Assistant Certification Exam (ATAS). Knowledge of early childhood development approved behavior management plans. Must be able to lift children to evacuate building in case of fire or other emergency. Requires physical effort in transferring and lifting children with disabilities. Bi-lingual Spanish &/or Chinese is a plus.

**Teachers Aide One to One****Minimum Qualifications:**

High School Diploma/GED. Working on a one to one basis with an individual child. Supervision of children in case of teacher absence, carrying out teacher lesson plans and routines. Must be able to LIFT children to evacuate building in case of fire and/or other emergency. Knowledge of Early Childhood development.

**How to apply:**

If you are currently employed, you must complete an internal application and submit it with a copy of your resume to Human Resources Department.

If you are NOT currently employed at GEC, you may complete an employment application at our main office (260 68<sup>th</sup> Street, Brooklyn, NY 11220). Attach your resume and leave with the receptionist. Or you may email your resume to [Employment@gecbklyn.org](mailto:Employment@gecbklyn.org). Please indicate the position you are applying for in the subject line of your email.

Due to heavy volume, please do not contact us by telephone to confirm receipt of your application/resume. You will be contacted if your background, experience and availability meet the criteria of the department/position you are applying for. GEC is an Equal Opportunity Employer.