Minimum Qualifications/Position Summary

Residential

Apartment #3 Supervisor
6743 Third Ave., 5 hours per week
Two bed supervised IRA Apartment program. Supervisor will be responsible to overall management of the apartment, including oversight, staffing, scheduling and insuring adherence to NYS regulations governing Supervised Small IRAs
On call 24/7 for emergencies.
AMAP and CPR required. Prior residential management experience and BA degree preferred.

Apartment #4 Supervisor
124 Bay Ridge Ave., 5 hours per week
Two bed supervised IRA Apartment program. Supervisor will be responsible to overall management of the apartment, including oversight, staffing, scheduling and insuring adherence to NYS regulations governing Supervised Small IRAs
On call 24/7 for emergencies.
AMAP and CPR required. Prior residential management experience and BA degree preferred.

Direct Support Professional/Asst. Habilitation Specialist
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, coworkers, and self through the appropriate use of universal precautions, appropriate lifting and other treatment techniques

Housekeeper:
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
H.S.Diploma/GED. Preferred two years cooking experience in a institutional setting. Oversees the dietary and culinary activities for residence. NYCD 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

QIDP Residential or Day Programs
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
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, coworkers, and self through the appropriate use of universal precautions, appropriate lifting and other treatment techniques.

Residential Manager ICF:
BA/BS Degree required. Previous management/supervisory experience.
Manage the day to day operation of an Intermediate Care Facility (ICF). Act as the Treatment Team Coordinator/QIDP and develop Comprehensive Functional Assessments and Active Treatment Objectives. Candidate should be AMAP, CPR and SCIP certified. Additionally, a valid driver’s license is recommended. A minimum of 5 years of experience working directly with adults with developmental disabilities in a residential setting required. Office skills, excellent organizational skills and expertise with computer skills required. Applicant must provide a resume upon applying.

Assistant Manager IRA:
Assist in managing the day to day operations of an Individualized Residential Alternative (IRA). A valid driver’s license is required. A minimum of five (5) years working directly with adults with developmental disabilities in a residential setting is required. Office skills, excellent organizational skills and expertise with computer skills required. CPR and AMAP certifications strongly recommended. Applicant must provide a resume upon applying. On-call 24/7.

Quality Assurance Nurse:
Bachelors of Science degree in Nursing from an accredited college or university. At least three (3) years practicing as a registered nurse. Prior experience as a school nurse, agency nurse, and/or experience in a pediatric setting is preferable. Current Registered Nurse NYS registrations. Responsibilities will included oversight, coverage, and in-servicing of residential nursing staff as well as medical record review. OPWDD nursing experience strongly recommended. On-call 24/7 for emergencies.
Residential Habilitation Specialist
Bachelor’s Degree in special education, psychology, social work or related human services discipline. Develop residential habilitation plans as identified in each resident’s 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. Ensure coordination of the residential habilitation services by meeting with participants, advocates, case managers, house managers and staff. Keep monthly notes and chart participant’s responses to the plans. Any other related activity assigned by the residential directors.

Recreation Specialist
High School Diploma or Equivalent. Recreation experience may substitute for degree in specialty area. Experience working with adults with developmental disabilities. Plan recreational activities and develop individual recreational plans for each individual adhering to each program plan. Ability to prepare reports that describe services, develop recreational goals and plan appropriate activities. Any other related activity assigned by the ICF manager.

Intensive Behavioral Specialist
Master’s degree in Psychology from an accredited college/university; and two (2) years prior experience in implementing programs to modify behavior. Applied Behavior Analyst (ABA) certification preferred. Participate in our Interdisciplinary Treatment Team (ITT), perform applied behavioral analysis, write, implement, monitor, and revise (as necessary) programs/strategies to modify behaviors and provide progress reports on an ongoing basis.

Speech Language Pathologist:
New York State Licensed, Pediatric Speech Therapist working with adults with developmental disabilities. 3-Syrs experience.

Maintenance:
High School Diploma or Equivalent. 2-3 years of experience in the following areas: General Plumbing, electrical work, carpentry, painting, exterior work, seasonal work, moving & assembly, tiling, safety & security responsibilities and performs other related duties as assigned.

Temporary Maintenance:
Position starts 5/30/19 position ends 6/13/19
Monday through Friday 10am to 2pm (4 hours each day)
Job description: Heavy lifting: Air Conditioner installation at residences
Rate: Out of title pay: page 20 in contract: Either minimum pay rate of current Maintenance employee or 15% pay differential over employee's current pay rate, whichever is higher.

Position open to: part time DSP's

Day Programs

Division Director:
Qualified candidate possesses a Master’s Degree in Human Services field and has a minimum of five years’ experience working with individuals with ID, families and staff in a leadership capacity. The main purpose of the position is to oversee and direct all aspects of GEC day programs, ensuring the delivery of person centered activities that remain in compliance with OPWDD standards and regulations.

Supervisory Assistant
Qualified candidate possesses a BA/BS in human service field and has a minimum of working three (3) years with adults with intellectual disabilities, preferably in a day program setting. The person should possess excellent communication, interpersonal and documentation skills and will assist the supervisor in the overall operation of the program and implementation of person centered activities. Assists in the day-to-day provision of active support and programming according to the individuals’ support plans. Promotes and protects the individual’s civil and personal rights as well as help to maintain the individual’s states of wellbeing, both physical and emotional as outlined in the program plans, and applicable regulations. Ensures the safety of individuals, coworkers, and self through the appropriate use of universal precautions, appropriate lifting and other treatment techniques.

Program Support Specialist
Qualified candidate is required to have a bachelor’s degree in a related field (QIDP) and a minimum of three years’ experience working with individuals with intellectual disability. The Program Support Specialist will support the quality assurance and person centered planning in the day services division and will work closely with the day program supervisors and directors in ensuring quality, person centered and innovative programming, with focus on documentation review and audit preparedness. The Program Support Specialist will take an active role in participating in planning meetings and in the completion of documentation in the Four Seasons Program. She/he will possess excellent organizational, computer and interpersonal skills and will participate in staff trainings and program meetings. The Program Support Specialist will visit volunteer sites to assess services and provide support to staff and individuals. Reports to: Day Service Division Director.

Day Habilitation Without Walls Program Supervisor
Qualified candidate is required to have a Bachelor’s degree in the Human Services field and have five years related experience dealing with the developmentally disabled population. Previous supervisory experience is required. QIDP required. This candidate must have excellent office, organizational and computer skills. This candidate will also qualify as a QIDP who possesses excellent communication, interpersonal and documentation skills and implementation of person centered activities. Must be able to generate staff action plans and complete all required documentation. This person must also possess a valid driver’s license.
QIDP (Residential or Day Programs)
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.

Activity Specialist
Responsible for working collaboratively with the HSPs to develop lesson plans which promote person centered planning and independence. Ensure program individuals integrate into the community to be exposed to a variety of experiences in order to enhance their skill level and enrich their well-being.

Habilitation Specialist (HSP)
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.

Horticultural Program

Greenhouse Instructor Assistant:
High School Diploma or Equivalent. Gardening experience is a plus. Nurturing with gentle guidance on horticultural skills. Seeding, planting, and watering. Maintain plant life at main building and at community sites as assigned. Any other related activity assigned by a supervisor. Position requires lifting, bending and temperature changes.

Assistant Instructor – Union Position – (Position under One (1) Year Grant
High School Diploma or Equivalent. Two (2) years’ experience working with individuals with developmental disabilities. Be able to sing in key and, preferably play a musical instrument. Assists the Performance Coach/instructor with teaching adults with developmental disabilities popular and holiday songs for performing at public events in the community. Monitors well-being of program participants and provides assistance as necessary. Performs other related duties as assigned by management.

Recreation Dept.
Recreation Provider: Bowling/Sports Club/Arts and Crafts
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.

Preschool

Teacher Bilingual - Minimum Qualifications:
New York State Certified Special Education Birth-Grade 2. Bilingual Spanish or Chinese Extension required. Works with developmentally delayed preschoolers 3-5 yrs. old. Fluent both verbal and written in either Spanish or Chinese.

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

Certified Teachers Assistant- Minimum Qualifications/Position Summary:
H.S. Diploma/GED is required. Attendance at the requisite workshops and have passed the NYS 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. Bilingual Spanish and/or Chinese is either a requirement or a plus.

Licensed Psychologist Bilingual Spanish Qualifications:
NY State Certified Licensed in Psychology. Bilingual Spanish – verbal and written.

School Social Worker Bilingual Chinese Qualifications:
MSW or CSW. Conducts social work assessments. Works with the principal and team in providing assistance to students and outreach to families. Bilingual verbal and written (Cantonese/Mandarin).

Occupational Therapist Qualifications:
OTR License with pediatric experience.

Registered Nurse Qualifications:
Bachelors of Science in Nursing from an accredited college or university. At least three (3) years as a practicing registered nurse. Prior experience as a school nurse and/or experience in a pediatric setting is preferable. Current Registered Nurse NYS Registration.

Music Teacher Qualifications:
Bachelor’s Degree in Music Education/NYS Certification. Knowledge of the NYS common core curriculum. Bilingual Spanish or Chinese a plus. Position includes teaching and working with preschoolers with disabilities in a school setting, writing up lesson plans and maintaining data/notes.

**Transportation**

**Matron - Minimum Qualifications:**
High School Diploma or GED Required. Responsible for assisting and monitoring program participants while traveling on Guild operated vehicles. The Matron will ensure that participants travel safely, managing communication with families and handling situations that develop on the bus so that the driver can focus on driving.