



Greater Brockton

*Supporting Families and Individuals
with Varying Abilities in Southeastern MA*

The Arc of Greater Brockton

Employment Opportunities Beginning Summer 2023

Rewarding - Gratifying - Uplifting





Join the AGB Team and You Will Experience

A Supportive, Collaborative and Engaging Environment

75% Paid Health Insurance - Harvard Pilgrim Health Care

A Workday Filled with Good Vibes and Positive Energy

Free Dental and Life Insurance

Gratification Knowing You Are Making a Difference

Generous Earned Time and 13 Paid Holidays

Creativity and Spontaneity Provide Growth and Learning

Competitive Wages and Opportunities for Career Growth

A Typical Work Schedule of 8:00 AM – 3:30 PM Allows Time for Yourself

\$1,000 Signing Bonus For New Full-Time Hires

**\$500 after 3 Months of Active Employment
and \$500 after 6 Months of Active Employment**

Visit www.arcofgreaterbrockton.org/employment-opportunities



Be a Part of an Organization on The Move!

The Arc of Greater Brockton (AGB) is an independent non-profit 501 (c) (3) organization that works in partnership with, and for, the community to provide advocacy, information, and direct services for children and adults with intellectual and developmental disabilities, and autism spectrum disorders. Our services provide choice and empowerment while supporting individuals as they strive to realize their personal goals.

A diversity of services and resources are provided through our Day Habilitation Center, Community Based Day Supports program, Family Support Center, and Employment Services. The AGB also provides employment opportunities for participants through our Bottle/Can Redemption Center, Lawn Care Company, and IdentoGo Fingerprinting service.

The AGB supports over 500 individuals and families in the region in collaboration with the State Department of Developmental Services, MassHealth, Department of Elementary and Secondary Education, Mass Commission for the Blind, Mass Rehabilitation Commission, and many other state, federal and local public, private and non-profit partners

Our 11-Community Service Delivery Area

A dedicated and professional staff provides services and resources within the following 11 communities: Abington, Avon, Bridgewater, Brockton, East Bridgewater, Easton, Holbrook, Rockland, Stoughton, West Bridgewater, and Whitman.

Investing in the Present and Building for the Future

In 2021-2022 the organization invested over \$350,000 to improve the exterior presence of its Brockton facility through the construction of a new parking, circulation, drainage, signage and landscaping plan. In addition, over \$200,000 was invested to enhance the interior spaces through new room configurations, new program space and office space furnishings, and a variety of equipment upgrades.

In 2023 the Day Hab Rehabilitation Center as part of the Brockton facility is experiencing a \$400,000 renovation to expand the Medical Resource Area, Replace the Bathrooms, and add new Program and Administrative Space. A new Customer Service Area for the Redemption Center and a new Overhead Canopy over the Main Entrance will also be completed over the Summer.

In September 2023 the organization is scheduled to open a second location in Easton to provide Day Hab services for individuals with medical complexities, as well as additional day, evening and weekend programming opportunities.

Our growth will continue into 2024 as the organization actively looks to open a third location in the Abington/Rockland area, as well as implement creative expansion opportunities at its Brockton facility.



Full-Time – Direct Support Positions

Apply On-line

Visit www.arcofgreaterbrockton.org/employment-opportunities

Day Hab Support Specialist – Level I (2 Openings)

Brockton Location

This direct support position is responsible for supporting individuals with developmental and other disabilities served through the Day Habilitation Services. This position is responsible for implementing participants' Day Habilitation Service Plan (DHSP) objectives and documenting their progress. As a Day Hab Support Specialist – Level I you will identify and provide the support needed by participants to successfully become a part of the community and to participate in in-house activities according to each participant's needs and wishes.

Starting Hourly Rate: \$20.50

Schedule: 8:00 am – 3:30 pm, Monday – Friday

Education Requirements: High School Diploma or General Education Degree (GED)

Experience Requirements: At least six months of related experience and/or training with individuals with disabilities and/or in healthcare.

AGB Staff Contact: Nelson Cordeiro, Director of Day Habilitation, (508) 583-8030 x241

Ncordeiro@arcofgreaterbrockton.org

Day Hab Support Specialist – Level II (6 Openings)

Easton Location

This direct support position is responsible for supporting individuals with developmental and other disabilities served through the Day Habilitation Services. A Day Hab Support Specialist – Level II provides support to participants with more advanced medical complexities. This position is responsible for implementing participants' Day Habilitation Service Plan (DHSP) objectives and documenting their progress. As a Day Hab Support Specialist – Level II you will identify and provide the support needed by participants to successfully become a part of the community and to participate in in-house activities according to each participant's needs and wishes.

Starting Hourly Rate: \$22.00

Work Schedule: 8:00 am – 3:30 pm, Monday - Friday

Education Requirements: High School Diploma or General Education Degree (GED), and a CNA Certification.

Experience Requirements: At least six months of related experience and/or training with individuals with disabilities and/or in healthcare.

AGB Staff Contact: Nelson Cordeiro, Director of Day Habilitation, (508) 583-8030 x241

Ncordeiro@arcofgreaterbrockton.org



Full-Time – Direct Support Positions

CBDS Coordinator – Level I (5 Openings)

Brockton & Easton Location

This direct support position assists individuals with intellectual and developmental disabilities to build and maintain their ability to participate in community activities by focusing on skill areas that include communication, self-care, relationship-building, and community involvement. As a Community Based Day Supports Coordinator – Level I you will work in concert with each assigned program participant and AGB Team members to develop and implement their Person Centered Plan (PCP) and their Individual Support Plan (ISP).

Starting Hourly Rate: \$19.00

Schedule: 8:00 am – 3:30 pm, Monday – Friday

Education Requirements: High School Diploma or General Education Degree (GED)

Experience Requirements: At least six months of related experience and/or training with individuals with disabilities and/or in healthcare.

AGB Staff Contact: Roseneé Belizaire, Director of CBDS, (508) 583-8030 x237

Rbelizaire@arcofgreaterbrockton.org

CBDS Coordinator – Level II (4 Openings)

Brockton & Easton Location

This direct support position assists individuals with intellectual and developmental disabilities that have more intensive behavioral challenges. A primary goal is to build and maintain their ability to participate in community activities by focusing on skill areas that include communication, self-care, relationship-building, and community involvement. As a Community Based Day Supports Coordinator – Level II you will work in concert with each assigned program participant and AGB Team members to develop and implement their Person Centered Plan (PCP) and their Individual Support Plan (ISP).

Starting Hourly Rate: \$21.00

Schedule: 8:00 am – 3:30 pm, Monday – Friday

Education Requirements: High School Diploma or General Education Degree (GED), CNA Certification, and Registered Behavior Technician.

Experience Requirements: At least six months of related experience and/or training with individuals with disabilities and/or in healthcare.

AGB Staff Contact: Roseneé Belizaire, Director of CBDS, (508) 583-8030 x237

Rbelizaire@arcofgreaterbrockton.org



Full-Time – Direct Support Positions

Direct Support Coordinator – Second Shift

Brockton & Easton Location

This Direct Support Coordinator position works across all departments associated with the organization on an as needed basis. As a Direct Support Coordinator you will assist departments in transitioning participants from the Day Program to their transportation providers in the afternoon, provide oversight for participants remaining in the facility after the Day Programs end, and provide staff support for the various evening recreation activities and programs.

Starting Hourly Rate: \$21.00

Schedule: 2:00 pm – 9:00 pm, Monday – Friday

Education Requirements: High School Diploma or General Education Degree (GED)

Experience Requirements: At least six months of related experience and/or training with individuals with disabilities and/or in healthcare.

AGB Staff Contact: Rosene Belizaire, Director of CBDS, (508) 583-8030 x237

Rbelizaire@arcofgreaterbrockton.org

Group Employment Specialist

Brockton Location

The Group Employment Specialist is responsible for supporting individuals with intellectual, developmental and other disabilities through Work Services by providing job coaching, job skills training, job interest exploration, administering vocational and interest tests, and teaching job seeking skills via individual and group counseling.

Starting Hourly Rate: \$20.00

Schedule: 8:00 am – 4:00 pm, Monday – Friday / Occasional Weekends and Evenings

Education Requirements: High School Diploma or General Education Degree (GED)

Experience Requirements: At least six months of related experience and/or training with individuals with disabilities and/or in healthcare.

AGB Staff Contact: Adam Belmore, Director of Employment Services, (508) 583-8030 x240

Abelmore@arcofgreaterbrockton.org

Job Developer

Brockton Location

The Job Developer is responsible for developing and implementing job placements and transitional programs in the community, administering vocation and interest tests, and teaching job seeking skills via individual and group counseling.

Starting Hourly Rate: \$22.50

Schedule: 8:00 am – 4:00 pm, Monday – Friday / Occasional Weekends & Evenings

Education Requirements: Bachelor's Degree or 3 years of field work experience in related area.

Experience Requirements: Assisting people to find employment, recruitment/staffing or human resources, sales/marketing, and vocational counseling.

AGB Staff Contact: Adam Belmore, Director of Employment Services, (508) 583-8030 x240

Abelmore@arcofgreaterbrockton.org



Full-Time – Direct Support Positions

Day Habilitation Assistant Director / Case Manager (2 Openings)

Brockton and Easton Location

The Assistant Director of Day Habilitation Services is responsible for assisting the Program Director of Day Habilitation with the planning, implementation and administration of Day Habilitation Services. This position also serves as the Case Manager and is responsible for the coordination of all services received and required by the individuals on her/her assigned caseload. The Assistant Director of Day Habilitation will work closely with the Program Director, clinical employees, and Habilitation Specialists in the development and implementation of all Day Habilitation Service Plans.

Starting Hourly Rate: \$28.00

Schedule: 8:00 am – 4:00 pm, Monday – Friday

Education Requirements: Bachelor's Degree in related field or 6 years relevant experience.

Experience Requirements: At least one year of related experience and/or training with individuals with intellectual and developmental disabilities and/or in healthcare.

AGB Staff Contact: Nelson Cordeiro, Director of Day Habilitation, (508) 583-8030 x241

Ncordeiro@arcofgreaterbrockton.org

Licensed Practical Nurse (LPN)

Easton Location

The Licensed Practical Nurse is responsible for assisting all health-care services provided to participants within our Day Habilitation facility, provides direct care and in-service training in relevant medical and health-related issues, and coordinates medical services with each consumer's primary physical or medical clinic.

Starting Hourly Rate: TBD

Schedule: 8:00 am – 3:00 pm, Monday – Friday

Education Requirements: Licensed Practical Nurse Certification

Experience Requirements: At least one year's experience in a community health setting and at least one year's experience in a training program for individuals with developmental disabilities. Working knowledge of medications utilized for seizure disorders and behavior programs.

AGB Staff Contact: Nelson Cordeiro, Director of Day Habilitation, (508) 583-8030 x241

Ncordeiro@arcofgreaterbrockton.org



Full-Time – Direct Support Positions

Registered Nurse (RN) / Health Care Supervisor

Easton Location

The Registered Nurse/Health Care Supervisor is responsible for overseeing all health-care services provided to participants within our Day Habilitation facility, provides direct care and in-service training in relevant medical and health-related issues, and coordinates medical services with each consumer's primary physical or medical clinic.

Starting Hourly Rate: TBD

Schedule: 8:00 am – 3:00 pm, Monday – Friday

Education Requirements: License Registered Nurse

Experience Requirements: At least one year's experience in a community health setting and at least one year's experience in a training program for individuals with developmental disabilities. Working knowledge of medications utilized for seizure disorders and behavior programs.

AGB Staff Contact: Nelson Cordeiro, Director of Day Habilitation, (508) 583-8030 x241

Ncordeiro@arcofgreaterbrockton.org

Board Certified Behavior Analyst (BCBA)

Brockton and Easton Locations

The Board Certified Behavior Analyst is responsible for overseeing all matters associated with addressing behavior challenges of participants that are part of the various Arc of Greater Brockton (AGB) programs and activities. The AGB BCBA has many responsibilities; such as staff training, participant assessments, developing plans to address challenging behaviors, and consulting with the participants support team as appropriate.

Starting Hourly Rate: TBD

Schedule: 8:00 am – 4:00 pm, Monday – Friday

Education Requirements: A Master's Degree in Applied Behavior Analysis, Psychology, Education, Human Services and/or related field of work. Relevant training and/or certification as a BCBA.

Experience Requirements: At least one year's experience as a BCBA or similar role and at least one year's experience in a training program for individuals with intellectual and developmental disabilities

AGB Staff Contact: Dean Rizzo, Executive Director, (508) 583-8030 x230

Drizzo@arcofgreaterbrockton.org



Full-Time – Administrative Positions

Manager of Financial Operations

Brockton Location

This Manager of Financial Operations is responsible for overseeing all financial activities of the organization to ensure the organization's long-term financial health and growth. This position will produce accurate reports regarding the financial standing of the organization and improve or change current practices to increase efficiency. The Manager of Financial Operations is also responsible for the oversight and management of all public and private contracts/grants awarded to the organization.

Starting Rate: Salary Position - Based on Experience

Schedule: 8:00 pm – 4:00 pm, Monday – Friday

Education Requirements: Bachelor's in Finance, Accounting or related. MBA and/or CPA preferred

Experience Requirements: A minimum of five (5) years' experience in finance/accounting required. Individual should also have at least three (3) years leadership/managerial experience and should be able to quantify their experiences in a successful track record in finance and/or business.

AGB Staff Contact: Dean Rizzo, Executive Director, (508) 583-8030 x230 /

Drizzo@arcofgreaterbrockton.org

Director of Development and Events

Brockton Location

The Director of Development and Events is responsible for overseeing the organization's fundraising initiatives including, but not limited to, programs, events, sponsorships, and grant development opportunities. This position works in collaboration with all Departments to support their individual needs, and maintain unified consistency and coordination to effectively meet the varied and diversified fundraising and event objectives.

Starting Rate: Salary Position - Based on Experience

Schedule: 8:00 pm – 4:00 pm, Monday – Friday

Education Requirements: Bachelor's in Business Administration or similar related field.

Experience Requirements: A minimum of five (5) years' experience in business administration required. Individual should also have at least three (3) years leadership/managerial experience and prior donor and volunteer management and grant writing experience.

AGB Staff Contact: Dean Rizzo, Executive Director, (508) 583-8030 x230 /

Drizzo@arcofgreaterbrockton.org



Part-Time – Administrative Positions

Marketing and Communications Coordinator (Part-time) Brockton Location

The Marketing and Communications Coordinator is responsible for the planning, implementation and day-to-day administration of the marketing needs of the organization, working closely with the AGB Team to ensure the various marketing platforms and branding is consistent and aligned with the Arc of Massachusetts and Arc National. The position will manage the development of the organizations marketing platforms including, but not limited to, all print materials, social media, Enewsletters, print newsletters and the website.

Starting Rate: \$30.00

Schedule: To be determined

Education Requirements: Bachelor's Degree in Marketing/Communications and/or related equivalent experience is required. A minimum of five (5) years' experience in marketing and/or communications. Individual should also have at least three (3) years leadership/managerial experience and should be able to quantify their experiences in a successful track record in marketing.

AGB Staff Contact: Dean Rizzo, Executive Director, (508) 583-8030 x230 / Drizzo@arcofgreaterbrockton.org

Part-Time – Direct Support Positions

Skills Trainer (Part-time within Family Support) Various Locations

As a Skills Trainer your goal is to encourage skill building and independence! This position will provide individualized support to students participating in home-based or community-based activities, helping the child to learn or strengthen daily living skills, independent living skills and community living skills. This may include behavioral support, personal hygiene tasks, chores, meal preparation, money management, using the library, making a purchase at a store, or participating in a group-based community setting such as a gym or swim program, etc.

Starting Hourly Rate: \$20.00 - \$25.00

Schedule: To be negotiated with family.

Education Requirements: Bachelor's Degree in Psychology, Early Childhood Development, Special Education, or related field, or 3 years of field work experience in a related area.

Experience Requirements: At least two years' experience and/or training in working with and demonstrated working knowledge of skills development with such individuals.

AGB Staff Contact: Cathy Hickey, Assistant Director of Family Support, (508) 583-8030 x227 Chickey@arcofgreaterbrockton.org



Part-Time – Direct Support Positions

Individual Support (Part-time within Family Support)	Various Locations
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In this position, you will change lives. Your goal is to be an encourager and mentor to adults with varied abilities as they decide how they want to live their lives, spend their time, and develop their talents. The level of support varies from individual to individual, but the mission is the same: serve others so they can direct their own lives as independent, valued members of their community.

Starting Hourly Rate: \$20.00 - \$25.00

Schedule: To be negotiated with family.

Education Requirements: Bachelor's Degree in Psychology, Early Childhood Development, Special Education, or related field, or 3 years of field work experience in a related area.

Experience Requirements: At least two years' experience and/or training in working with and demonstrated working knowledge of skills development with such individuals.

AGB Staff Contact: Nelson Cordeiro, Director of Day Habilitation, (508) 583-8030 x241

Ncordeiro@arcofgreaterbrockton.org

Agency With Choice (AWC) Direct Care Support	Various Locations
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As an AWC Direct Support Professional, you will provide training and supports to individuals served in activities of daily living. You will get to help implement personal plans (the story of the individual you're serving including their history, goals, and achievements). You will contribute to the development and maintenance of a full and enriching environment.

Starting Hourly Rate: \$20.00 - \$25.00

Schedule: To be negotiated with family.

Education Requirements: Bachelor's Degree in Psychology, Early Childhood Development, Special Education, or related field, or 3 years of field work experience in a related area.

Experience Requirements: At least two years' experience and/or training in working with and demonstrated working knowledge of skills development with such individuals.

AGB Staff Contact: Earnie Ortega, Agency with Choice Family Navigator, (508) 583-8030 x304

Eortega@arcofgreaterbrockton.org