



MEMORANDUM

Date: July 12, 2010
To: All Catholic Charities Staff
From: Human Resources Department
Re: **Job Posting**

The following positions are available within Catholic Charities. **Qualified applicants who wish to be considered for these positions should send an application letter and resume by fax or e-mail to the Human Resources Manager.** Please refer to the position title and job posting number in your application letter.

The Human Resources Office considers applicants for all positions without regard to race, color, religion, creed gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Division of Adult and Family Services
Vanessa Stewart, HR Manager
jobsccs@catholiccharitiesdc.org
Fax: (202) 772-4406

VACANCY ANNOUNCEMENT

Position	Rehabilitation Counselor (AA-10-025)
Location	1001 Lawrence Street, NE Washington DC
Department	Adult and Family
Duties	Lead Psycho-educational groups in the area of life skills, social skills, crisis prevention, self-management, and symptom management. Conduct pre-vocational and social assessments with clients. Establish relationship with clients, to promote acquisition of rehabilitative goals within a specific period of time, by providing case management..
Qualifications	Bachelor’s degree in Social Work, Psychology, Social Science, Sociology, Counseling, or related Human Services field, from an accredited college or university. Experienced on a mental health setting with chronically mentally ill clients. Excellent communication skills (written and verbal), knowledge of computer system (MS Office products), and skilled in co-occurring disorders and treatment.

Position **Vocational Specialist (AA-10-023)**
Location 1001 Lawrence Street, NE Washington DC
Department Adult and Family
Duties Provides vocational/educational services in a community based Mental Health Rehabilitative Service program that is based on the Recovery Model to adults who have mental illness; helps consumers understand their capabilities and develop goals toward education and/or employment; cooperates and collaborates with external agencies; promotes optimal occupational functioning of clients with schizophrenia and other psychotic disorders within the community; performs duties consistent with individual recovery plan.
Qualifications Three (3) years of experience and familiar with vocational services in the Washington DC area; excellent communication skills (written and verbal); excellent interpersonal skills; ability to use good problem solving techniques; skilled in co-occurring disorders treatment.

Position **Social Worker (AA-10-024)**
Location 1001 Lawrence Street, NE Washington DC
Department Adult and Family
Duties Provides social work services for community-based Assertive Community Treatment team to adults who have serious and persistent mental illness; provides clinical and crisis services to all consumers served by the ACT team, works with the ACT team leader to monitor each consumer's clinical status and response to treatment; participates as part of the ACT multidisciplinary team in galvanizing linkages; offers information and counseling support to service users and their families.
Qualifications Three (3) years of experience in the field of psychiatry/ community mental health treatment; Master's of Social Work; excellent communication skills (written and verbal); excellent interpersonal skills; ability to use good problem solving techniques; skilled in co-occurring disorders treatment.

Position **Forensic Community Support Specialist (AA-10-022)**
Location 1001 Lawrence Street, NE Washington DC
Department Adult and Family
Duties Gather demographic information pertinent to IRP formulation and assess current level of functioning in areas related to IRP. Train consumers in the development of Daily Living Skills, Travel, Training, Social Skills, and Independent Living Skills. Provide advocacy and crisis intervention services to consumers. Possess a working knowledge of community resources and the service criteria. Able to work with other agencies independently in order to carry out treatment that is consistent with agency code of ethics. Lead psycho educational groups. Prepare and present a case presentation.
Qualifications High School Diploma and five years experience with mental health and forensic population. Must prepare detailed and thorough notes and progress reports when required with specific timeframes. Excellent written and verbal communication skills; excellent interpersonal skills; ability to use good problem solving

techniques; able to demonstrate cultural competence and cultural responsiveness; Bilingual/Spanish a plus.

Position **LPN /Case Manager (AA-10-021)**
Location 1001 Lawrence Street, NE Washington DC
Department Adult and Family
Duties Provide medication management, somatic treatment, and Diagnostic /Assessment for community-based Assertive Community Treatment team to adults who have serious and persistent mental illness; provide clinical and crisis services to all consumers served by the ACT team, work with the ACT team leader to monitor each consumer's clinical status and response to treatment, and direct psychopharmacologic and medical treatment along with the psychiatrist and team leader; give injections; individual and group monitoring of ; but not limited to providing medical assessments and services as well as treatment and rehabilitation services 'attend morning rounds.
Qualifications Must be a board certified (LPN) nurse; licensed in Washington DC with a minimum of two (2) years experience in the field of psychiatry. Experience in working with co-occurring disorders. Excellent written and verbal communication skills; excellent interpersonal skills; ability to use good problem solving techniques; able to demonstrate cultural competence and cultural responsiveness; Bilingual/Spanish a plus.

Position **Clinical Manager (AA-09-194)**
Location SE Family Center, 220 Highview Pl. SE Washington DC
Department Adult & Family Services Fortitude housing
Duties Provide support to staff and individuals receiving services; Provides or facilitates the services each individual identifies as needed or desirable; Conduct staff supervisions; Co-chair weekly staff meeting; Assure case files and case management services meet accreditation and contract requirements; Familiar with making clinical diagnosis for Adults; Completing Medicaid reimbursable billing; Create and implement other service /groups as needed.
Qualifications Masters degree in Social Work and licensed Clinical Manager in the District of Columbia; clean driving record; Minimum of five (5) years of progressively responsible work related experience. Bilingual (English and Spanish) a plus.

Position **Community Support Specialist Assistant (AA-09-193)**
Location 1001 Lawrence Street, NE Washington, DC
Department Mental Health Services
Duties Assist Community Support Specialist in providing a range of community based comprehensive services to adults who have a serious and persistent mental illness. Provide skills training, crisis intervention, link with community resources; assist with obtaining benefits and housing. Complete daily documentation requirements.
Qualifications Experience working with mentally ill adults; ability to establish therapeutic relationships with consumers to promote acquisition of rehabilitative goals; excellent oral and written communication skills and time management, must

have basic computer skills; able to demonstrate cultural competence and cultural responsiveness. High School Diploma with 1 year direct service experience in a social service setting.

Position **Mental Health Specialist (AA-09-185) 1 Full-Time / 1 Temporary (186)**
Location 1018 Monroe Street, NE Washington DC
Department Adult & Family Services, Anchor Mental Health
Duties Experience Mental Health Specialist needed to provide monitoring, recreational and clinical services, to a small caseload of children and adolescents residing in a short-term crisis bed setting. Duties may also include assisting Mobile Team in providing community –based services.
Qualifications Excellent written and verbal communication skills; excellent interpersonal skills; ability to use good problem solving techniques; able to demonstrate cultural competence and cultural responsiveness; Bachelor’s degree in mental health related discipline, and 2 years experience in the provision of clinical / monitoring services. Experience in pediatrics and /or psychiatry preferred. This is a full time position with a variable schedule. Primary / usual schedule will be 3-11 or 11-7.

Position **Housing Support Worker (AA-09-195)**
Location 1001 Lawrence Street, NE Washington DC
Department Adult & Family Services
Duties Provide a range of housing support services based on the Recovery Model to adults who have mental illnesses; gather demographic information pertinent to IRP formulation, provide concrete training in the development of Daily Living Skills, Travel Training, Social Skills, and Independent Living Skills, provide advocacy services.
Qualifications GED, HS Diploma, or Associates, Bilingual (English and Spanish) a plus. Excellent communication skills, written and verbal required. Better than average interpersonal skills; problem solving techniques required; Knowledge of computer systems (MS Office products) is essential. Must be able to drive and transport consumer; Clean driving record.

Position **Crisis Specialist (AA-09-184 Full Time) On-Call Crisis Specialist (AA-10-002) M-F 11pm - 7am**
Location 1018 Monroe Street, NE Washington DC
Department Adult & Family Services, Anchor Mental Health
Duties CRISIS Specialist wanted for Child and Adolescent Mobile Crisis Team. Duties include providing assessment, and Crisis Intervention services at the child’s home or school. Must be able to work rotating shift 24hours a day, 7 days a week.
Qualifications Excellent written and verbal communication skills; excellent interpersonal skills; ability to use good problem solving techniques; able to demonstrate cultural competence and cultural responsiveness; Master’s Degree-License eligible, or Bachelor’s in Mental Health discipline and two years related

experience. Bi-lingual (English/Spanish) a PLUS!

Central Services

Vanessa Stewart, HR Manager

jobsccs@catholiccharitiesdc.org

Fax: (202) 772-4406

Position **Receptionist (CCS-10-016)**
Location 924 G Street, NW, Washington, DC
Department Administration & Facilities
Duties Responsible for answering console with multiple phone lines, greeting guests and clients, sorting and distributing mail in a timely, pleasant and professional fashion.

Qualifications High School Diploma or GED; one (1) year administrative/secretarial experience; Bilingual: English/Spanish, required; ability to operate a multi-line telephone console; computer literate; ability to work on multiple tasks; excellent interpersonal skills; good organizational and communication skill.

Position **Database Coordinator (CCS-10-017)**
Location 924 G Street, NW, Washington, DC
Department Catholic Charities Foundation
Duties Coordinates and prioritizes day-to-day gift processing activities and ensures accurate processing and stewardship of gifts. Communicates with Senior Management Team to ensure accurate processing of gifts and to ensure financial integrity. Produces approved acknowledgment correspondence including gift receipts and related letters in a timely manner. Updates biographical data in Raiser's Edge as provided by constituents' information checks and/or correspondence. Manages the development offices database ensuring that it is valid, reliable, and regularly updated. Provides database support for all development purposes. Maintains confidentiality regarding all gifts. Completes other duties as assigned.

Qualifications Associate degree in Business or related field. Minimum two (2) years experience with data entry programs. Must have strong attention to detail and be extremely organized with the ability to multi-task and work independently. Mastery of computer basics, including word processing and spread sheet development, and processing direct mail.

Good communication skills, verbal and written. Good interpersonal skills. Ability to use good problem solving techniques.

Position **Billing Specialist / Accountant (CCS-10-015)**
Location 924 G Street, NW, Washington, DC
Department Finance

Duties Responsible for assisting Grants & Contracts Manager with all billing and re-billing aspects; preparing and entering journal entries, reconciling accounts and assisting with Accounts Receivables collections.

Qualifications Experience in billing for various types of grants & contracts and Medicaid; AA degree in Business or Accounting; one (1) year experience in accounts receivable and accounts payable and/or 3 years of progressive work experience in billing/accounting; team player; good communication skills; strong excel skills and organizational skills.

Position Human Resources Manager (CCS-10-014)

Location 924 G Street, NW, Washington, DC

Department HR

Duties Responsible for designing, planning, and implementing human resources programs and policies for recruitment, retention, employee relations, and labor relations.

Qualifications Master's degree in Business; three (3) years of related experience, preferably in a non-profit environment OR an equivalent combination of education and experience; strong knowledge of Federal, State, & the District of Columbia employment laws; understanding of and experience in union environments; strong project management skills; experience working with HRIS, preferably ADP; PHR, preferred; excellent interpersonal skills; excellent communication skills, oral and written; computer literacy.

Position Administrative Assistant (CCS-10-013)

Location 924 G Street, NW, Washington, DC

Department Catholic Charities Foundation

Duties Responsible for calendar management; assisting with the preparation of presentation materials; reviewing and summarizing miscellaneous reports and documents; preparing documents and outgoing mail; providing administrative support for department activities; performing general office duties: Xeroxing, faxing, answering the phone, emails, supplies, equipment; developing and maintaining systems necessary for efficient recall of department records and related materials.

Qualifications Bachelor's degree in Business; three (3) years administrative experience OR an equivalent combination of education and experience; excellent calendar management skills; experience creating PowerPoint presentations; strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook; effective oral and written communication skills; excellent interpersonal skills; computer literacy.

Position **Recruiter (CCS-10-012)**
Location 924 G Street, NW, Washington, DC
Department Human Resources
Duties Responsible for providing the recruitment initiative Agency-wide by developing and implementing recruitment strategies, utilizing traditional strategies and resources and developing new recruitment strategies and resources, to ensure the hire of the best possible talent.
Qualifications Bachelor's degree in Business; three (3) years of recruitment experience, preferably in a non-profit environment OR an equivalent combination of education and experience. Strong knowledge of HRIS, preferably ADP; effective oral and written communication skills; excellent interpersonal skills; computer literacy.

Position **Online Communications Specialist (CCS-10-011)**
Location 924 G Street, NW, Washington, DC
Department CCF
Duties Responsible for assisting with the launch and management of Catholic Charities' online presence, including a revamped website, social networking sites and blog; assisting with the drafting of e-newsletters and print publications, as well as Communications Department support including writing and research for messaging documents and talking points.
Qualifications Bachelor's degree (English, Communications, Journalism, Marketing); minimum of three (3) years experience in online, writing and communications position in either a professional environment or based on issue advocacy; strong writing and editing skills required; experience writing for the web, social networking for an organization (Facebook, Twitter, YouTube); experience with Wordpress and online blogging; ability to execute basic design/layout online and in brief print materials – practical knowledge of both the Adobe Suite and Microsoft Suite a plus; familiarity of HTML and Flash a plus; practical knowledge of current and evolving trends in online marketing; ability to meet multiple deadlines and prioritize tasks a must; strong desire to explore and work in the DC and Maryland social services world; familiarity with Catholic teaching and beliefs, a plus; demonstrated cultural competence and cultural responsiveness; bilingual (English/Spanish), preferred.

Position **Senior Administrative Assistant (CCS-10-009)**
Location 924 G St, NW, Washington, DC
Department Executive Office
Duties Responsibilities include calendar management to coordinate a variety of complex executive meetings; assists with the preparation of presentation materials; reviews and summarizes miscellaneous reports and documents; prepares and distributes mail; prioritizes and manages multiple projects simultaneously, and follows through on issues in a timely manner; provides logistical and administrative support for

department activities, including notification, material preparation and timely distribution; uses diplomacy in dealing with internal and external customers; serves as communication liaison between the Executive Office department and all agency programs & departments; performs general office duties: Xeroxing, faxing, answering the phone, emails, supplies, equipment.

Qualifications Bachelor's degree in Business; three (3) years experience supporting at the executive level; excellent calendar management skills; experience assisting management with the creation of PowerPoint presentations; strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook; an equivalent combination of education and experience; effective oral and written communication skills; excellent interpersonal skills; computer literacy.

Position **Grant Writer (CCS-10-010) *New Opening***

Location 924 G St, NW, Washington, DC

Department Catholic Charities Foundation

Duties Responsibilities include proposal development for new and recurring grants, donor cultivation and stewardship, grant research, and other fundraising related activities.

Qualifications Undergraduate degree, graduate degree desirable; excellent writing and interpersonal skills; proven ability to make decisions, work independently and as a team player; proven ability to set and meet concurrent goals and deadlines, organize time and priorities; must be comfortable working in a multicultural environment and interacting with people who have a first language other than English; familiarity with local community desirable; computer expertise mandatory, with extensive experience in Microsoft Word and Excel; additional knowledge of PowerPoint, Adobe Acrobat, and Raisers Edge helpful, but not required.

Division of Children's Services

Vanessa Stewart, HR Manager

jobsecs@catholiccharitiesdc.org

Fax: (202) 772-4406

Position **Social Worker (CS-09-026)**

Location NE Family Center, Rhode Island Ave, NE, Washington, DC

Department Independent Living/Teen Parent (ILP/TP)

Duties Responsible for providing strength-based case management and family development for the youth, teen parent population.

Qualifications MSW; LGSW in the District of Columbia and MD; one (1) year of experience working with youth/teen parent population; knowledge of CFSA policies and regulations; knowledge of child development; ability to work as a member of a team; clean driving record.

Division of Immigrant/Refugee Services

Vanessa Stewart, HR Manager

jobsccs@catholiccharitiesdc.org

Fax: (202) 772-4406

Position **Dental Hygienist (IRS-10-012)**
Location 1618 Monroe Street, NW, Washington, DC
Department DC Dental Clinic
Duties Responsible for reviewing a patient’s medical and dental history, reviewing client’s complaint, assessing client’s dental status, and provide preventive and therapeutic service.
Qualifications DC Hygienist license; malpractice insurance; Bilingual, preferred: English/Spanish; experience working with the Latino community, preferred; ability to work as a member of a team. Proven interpersonal and communications skills.

Position **Receptionist (IRS-10-011)**
Location 1618 Monroe Street, NW, Washington, DC
Department DC Medical Clinic
Duties Responsible for managing the front desk; greeting clients in a courteous, professional manner; explaining services provided by the medical clinic; making referrals in an efficient and effective manner; managing registration, collecting service fees, data, and billing.
Qualifications Bilingual: English/Spanish, required; High School graduate; one (1) year administrative experience in a health care setting; comfortable with multi-tasking and supervision; proven interpersonal skills; excellent verbal and written communication skills; ability to work as a member of a team; experience working with the Latino community.

Position **Dental Hygienist (IRS-10-007) – PT (4 hours per week)**
Location 1618 Monroe Street, NW, Washington, DC
Department DC Dental Clinic
Duties Responsible for reviewing a patient’s medical and dental history, reviewing client’s complaint, assessing client’s dental status, and provide preventive and therapeutic service.
Qualifications DC licensure and malpractice insurance; Bilingual, preferred: English/Spanish; experience working with the Latino community, preferred; ability to work as a member of a team; proven interpersonal and communications skills.

Position **ESOL Teacher (IRS-10-008) – PT Position (10 hours of work: M-T 6:00 pm to 8:30 pm & Saturday 10:00 am to 1:00 pm)**
Location 415 East Diamond Avenue, Gaithersburg, MD
Department Adult Education

Duties Responsible for teaching English as a second language to adults; preparing lesson plans, quizzes, and exams based primarily on the materials covered in the English textbook; administering tests and introducing terminology related to life skills; designing activities to make learning fun and interesting; maintaining accurate records of student's progress and lesson plans; contributing to grant monitoring reports; meeting regularly with students & coordinators; communicating pertinent information to the ESOL Program Coordinator and Program Manager.

Qualifications Bilingual: English/Spanish, required; High School graduate; Graduate Certificate in Adult Education; personal computer competency using Microsoft Office Suite; one (1) year experience teaching; experience in working with the Latino community.

Position **Medical Assistant (IRS-10-006) – PT (4 hours per week)**
Location 1618 Monroe Street, NW, Washington, DC
Department DC Medical Clinic
Duties Responsible for providing direct patient care directed by clinicians and managing referrals as directed by clinicians.

Qualifications Bilingual: English/Spanish, required; High School Graduate; Certified Medical Assistant; secretarial/computer and filing skills, required; ability to be patient and courteous with clients in difficult situations; ability to multi-task in fast pace environment; experience working with the Latino community; proven interpersonal and communications skills; ability to work as a member of a team.

Division of Housing and Support Services

Rosemarie Ong, HR Manager

Rosemarie.Ong@CatholicCharitiesDC.org

Fax: (202) 772-4406

Position **Administrative Assistant (HS-10-024)**
Program Adams Place Shelter
Location 2210 Adams Place, NE, Washington, DC 20018
Duties Provide administrative support to the program and the Program Manager. Perform varied and responsible office support duties under close supervision.

Qualifications HS diploma or GED; at least two years of work-related experience in an office setting. Some college preferred.

Position **Program Coordinator (HS-10-016)**
Program Tenant's Empowerment Network (TEN) Program
Location 4275 4th Street, SE, Washington, DC 20032
Duties Assist the Program Manager in the day-to-day operation of the program; prepare billing, reports, and Advisory Council minutes; enter data in HMIS; collaborate with property managers to secure apartments for

	families; and complete home visits to families to monitor for compliance with HUD housing standards, safety for children, and quality of housekeeping.
Qualifications	Bachelor's degree or a unique combination of education, training and work experience in lieu of degree requirement. Two years work experience in a social services setting with families preferred.
Position	Social Worker (HS-10-017; HS-10- 018) – Two positions (One-year contract)
Program	801-East Housing Assistance Center
Location	2700 Martin Luther King, Jr. Ave., SE Washington, DC 20032
Duties	Provide direct clinical and case management services including the coordination of community resources. Hours for this position are non-traditional, including evenings and weekend hours
Qualifications	Master's in Social Work. License in Social Work from the appropriate jurisdiction. Experience working with individuals who are homeless, and have mental health and/or substance abuse issues. Excellent communication skills both verbal and written; good interpersonal skills.
Position	Social Worker (HS-10-019) - (One-year contract)
Program	New York Avenue Housing Assistance Center
Location	1355 New York Ave., NE, Washington, DC 20002
Duties	Provide direct clinical and case management services including the coordination of community resources. Hours for this position are non-traditional, including evenings and weekend hours.
Qualifications	Master's in Social Work. License in Social Work from the appropriate jurisdiction. Experience working with individuals who are homeless, and have mental health and/or substance abuse issues. Excellent communication skills both verbal and written; good interpersonal skills.
Position	Case Worker (HS-10-020) - (One-year contract))
Program	Adams Place
Location	2210 Adams Place, NE, Washington, DC 20018
Duties	Provide a variety of services designed to meet the basic human needs of clients and to assist them in planning to meet their on-going needs to attain self-sufficiency. Provide primary information and referral services to the clients. Hours for this position are non-traditional, including evenings and weekend hours.
Qualifications	HS diploma or GED; two years of college preferred. Prior human services experience working with the homeless population is preferred.
Position	Case Worker (HS-10-021) - (One-year contract)
Program	801-East Housing Assistance Center
Location	2700 Martin Luther King, Jr. Ave., SE Washington, DC 20032
Duties	Provide a variety of services designed to meet the basic human needs of clients and to assist them in planning to meet their on-going needs to

attain self-sufficiency. Provide primary information and referral services to the clients. Hours for this position are non-traditional, including evenings and weekend hours.

Qualifications HS diploma or GED; two years of college preferred. Prior human services experience working with the homeless population is preferred.

Position **Case Worker (HS-10-022) - (One-year contract)**
Program New York Avenue Housing Assistance Center
Location 1355 New York Ave., NE, Washington, DC 20002
Duties Provide a variety of services designed to meet the basic human needs of clients and to assist them in planning to meet their on-going needs to attain self-sufficiency. Provide primary information and referral services to the clients. Hours for this position are non-traditional, including evenings and weekend hours.

Qualifications HS diploma or GED; two years of college preferred. Prior human services experience working with the homeless population is preferred.

Position **Social Worker (HS-10-002) – Part-time (15 hrs/week)**
Program Harriet Tubman Women’s Shelter
Location 1900 Massachusetts Ave., SE, Washington, DC 20003
Duties Provide direct clinical and case management services including the coordination of community resources.

Qualifications Master’s in Social Work. License in Social Work from the appropriate jurisdiction. Experience working with individuals who are homeless, and have mental health and/or substance abuse issues. Excellent communication skills both verbal and written; good interpersonal skills.

Division of Developmental Disabilities Services

Becky V. Baldwin, HR Manager

jobsdds@catholiccharitiesdc.org

Fax: (202) 772-4406

Position **Program Coordinator (DDS-10-059)**
Location Rockville, MD
Department Community Companions
Duties Supervise program teachers, aides and volunteers working with the children by providing immediate feedback and correction of inappropriate interactions/interventions performed by other staff or volunteers. Also responsible for reporting such incidents to the Program Manager for further action.

Qualifications Bachelor’s degree in social work, special education or related field required. Prefer one year managerial experience, prefer working knowledge of MS office software package including word, excel outlook and access.

Position **Job Coach (DDS-10-069)**
Location Rockville, MD

Department Duties	Maryland Supported Employment Program Responsible for providing job coaching assistance and follow-up supports to each individual referred through Dept. of Disability Services (DDS), and the Developmental Disabilities Administration (DDA) within the DC metropolitan area. This includes but is not limited to assisting Job Placement Specialist or Employment Specialist to identify barriers to employment for consumers, maintains extensive file documentation as required under service agreements with DDS and DDA, assists in the development of consumer's individual employment plans/individual plans. Assists JPS or ES with providing extensive on-the-job supports. Provides all required supports in an effort to enhance consumer's achievement of employment goals.
Qualifications	High school diploma is required. At least one year work experience specific to disability and/or case management in the field of rehabilitation. Good written and verbal communication skills.
Position	Community Support Specialist – (2 positions) (DDS-10-081) – Part-time, 20 hours per week, Mon-Fri., 4pm – 7pm (DDS-10-077) – Part-time, 5 hours per week, Saturday, 10am – 3pm
Location	Rockville, MD
Department Duties	Community Companions Create experiences that promote each student's interests, choices, and personal growth in the areas of social skills development and life skills, including the planning of social and recreational activities. Assist students with the development of communication through types and methods that have been determined by the family and/or student's school. Implement methods of communication development – PCS, Sign, etc. as directed. Teach skills for increased independence (i.e., hygiene, self-help skills, social skills, community safety, etc.) Create experiences that allow student to be actively engaged in the community and broadens their awareness and use of community resources (i.e., transportation, businesses, libraries, social services, etc.)
Qualifications	High school diploma or GED required. Some college classes in education, special education, speech and/or psychology preferred. Experience working one-on-one with students; experience working independently in a family home strongly preferred. A clean driving record and valid local driver's license required.
Position	Program Manager for Assisted Living Units (ALU) (DDS-10-066) Program Manager for Community Support Living (CSLA) (DDS-10-058)
Location	Rockville, MD
Department Duties	Community Living Lead, manage and nurture supported living services for adults with intellectual and developmental disabilities in Montgomery County, Maryland. Recruit and hire staff, provide program management and leadership to staff, supervise, support and develop employees working under their direction, striving to provide a positive environment resulting in high performances and strong

	<p>morale, as well as providing high quality services that are responsive to the needs of the individuals we serve. Monitor program revenues and expenses in accordance with the approved program budget guidelines. Ensure all required training is provided within the established time frames as outlined in COMAR 10.22.02.11. Over see the annual Individual Plan (IP) process.</p>
Qualifications	<p>Bachelor of Science degree in Social Services, Education, Rehabilitation or related field. Five or more years work experience. One to two year's of work related experience while in a supervisory role.</p>
Position	Speech/Language Pathologist (DDS-10-063)
Location	Buchanan Street, NE, Washington, DC
Department	Educational Services / Clinical
Duties	<p>Screen, evaluate, and assess students to determine need for therapeutic intervention. Complete all re-evaluations for students' triennial evaluations. Develop IEP/IFSP goals for the students with focus upon their incorporation into the school and the community and with a focus on their personal outcome goals. Provide individual and group therapy to students on your caseload according to IEP/IFSP goals. Complete all paperwork required by the funding agencies: session notes, quarterly progress reports, billing sheets for Preschool. Attend and actively participate in intake meetings, staffings, IEP/IFSP meetings and staff meetings. Serve as part of an interdisciplinary team regarding the planning and intervention for the students to include maintaining contact with the parents/families. Supervise interns and/or therapists not licensed at the independent level, completing all paperwork and maintaining contact with the university/liaison. Coordinate and supervises all speech and language services in the Education Department.</p>
Qualifications	<p>Masters degree in Speech and Language Pathology and knowledge and understanding of rules and regulations of the Speech and Language field. CCC Speech and Language license preferred. Minimum two years experience required. Prefer experience with the special education school age population as well as experience with the infant toddler population.</p>
Position	House Manager (2 positions)
	(DDS-10-080)
	(DDS-10-041)
Location	Parkhill & Silver Spring, MD and Rockville, MD
Department	Community Living Program
Duties	<p>Actively engages in problem solving; responds to complaints; identifies priority issues; seeks resolution of conflicts; shows respect and sensitivity for each person's individuality and preferences and the cultural/ethnic diversity of the people they serve. Promotes and/or protects each person's rights, privacy, and confidentiality. Works collaboratively with others to accomplish goals/tasks. Provides support to staff and the people receiving services and in accomplishing personal goals. Partners with others to pursue outcomes identified by individual. Provides or facilitates the services each person identifies as needed or desirable. Demonstrates a commitment to learning and</p>

improvement. Meets productivity standards. Is organized, efficient, and effective. Is organized, efficient, and effective. Is responsible, flexible, reliable, and dependable. Offers and accepts constructive feedback; encourages and supports others.

Qualifications High school diploma or G.E.D, minimum one year experience working with individuals with developmental disabilities required, minimum one year supervisory experience required. Bachelor's degree preferred in a relevant discipline and a minimum of three years work related experience strongly preferred.

Position **Administrative Coordinator (DDS-10-064)**

Location Gaithersburg, MD & Rockville, MD

Department Community Options & Quality Assurance Programs

Duties Provides oversight all aspects of employee training and ensures compliance as mandated by internal and external regulatory requirements. Conducts trainings and maintain training database and files. Serves as primary contact for division-level training compliance. In addition, provides administrative support to Community Options program.

Qualifications High school diploma or equivalent. Experience working with people with developmental disabilities preferred. Knowledge of Developmental Disabilities Administration (DDA) - Maryland) procedures and regulations preferred as well as Department on Disability Services (DDS) - District of Columbia), but not required. Trainer/facilitator experience preferred.

Position **Teacher – 2 positions
(DDS-10-083)**

(DDS-10-085) Inclusion

Location Buchanan Street & Washington, D.C.

Department Kennedy School

Duties Creates and implements instructional plans, utilizing materials appropriate for each student. Documents ongoing progress, participation, achievements, incidents, parental contacts, etc., in student files along with daily logs. Works closely with the Curriculum Coordinator in developing and implementing school-wide curriculum. Ability to communicate with a multi-disciplinary team regarding the needs of the children. Ability to communicate issues with parents, and assist them.

Qualifications Minimum BA/BS in Special Education or related field required. MA/MS degree preferred. Teacher Certification K-12 or DCPS certifiable strongly preferred.

Position **Community Support Specialist (DDS-10-062)**

Location Gaithersburg, MD

Department Community Options Program

Duties Implement and document progress made towards achieving personal outcomes as identified by the individual in the IP. Assist individuals in discovering and pursuing new interests, teach skills for increased independence (i.e., self-help,

personal hygiene, social skills, etc.) and self-determination. Assist in planning daily activities for both on-site and in the community. Accompany individuals on appointments, activities, shopping, etc. to assure maximum participation.

Qualifications

High school diploma or G.E.D required. Experience working with persons with severe and multiple disabilities; Certified Nursing Assistant preferred but not required. Valid local driver's license and Clean Driving Record required.