

Please see Indeed Posting- We can fast track new hires- tell friends family, and neighbors that have recently lost employment as a result of business closures.

## Group Home Assistant (DSP) – Immediate Openings! Fast track hiring!

21 Plus, Inc. - Toms River, NJ 08753

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### Urgently hiring

We know many people have found themselves unexpectedly out of work. We have individuals in need of caring staff. New Jersians helping New Jersians! No experience required and paid training is provided.

21 Plus is a well-established non-profit organization dedicated to providing diversified opportunities to enhance the quality of life for people with disabilities since 1979.

We are currently looking for dedicated and caring individuals to fill the following positions:

**Group Home Assistant: Full time, Part time, Per Diem, Flexible**

#### **Summary:**

Provide direct care and supervision for individuals with developmental disabilities in a group home setting and on an individual basis, and assist in the day-to-day operations of a group home. This is a hands-on role requiring the individual in this position to assist residents and program participants with a wide variety of tasks, including but not limited to personal care, medication management, life skills, and providing daily structure and support, to name a few.

#### **What we offer:**

*For ALL Employees:*

- 403B for Retirement
- Referral Bonus Opportunities



*"Meaningful lives for people with disabilities"*

## **JOB POSTINGS (03.20.2020)**

If you are interested in applying for a position, please fax a letter of interest along with an **Internal Application Form (form #44) to the HR Dept. at 732-240-4909.** Form can be obtained in the HR Dept.

**Internal Applicants must have completed their 3-month introductory period, and must not have any disciplinary actions within the last 12 months.**

### **Referral Bonus:**

**Referral Bonus up to \$450 (6 months - \$150; 9 months \$150; 1 year \$150) for both the referring employee and each applicant that is hired and remain employed with the Agency for certain timeframes.**

### **RN MEDICAL CASE MANAGER – per diem, 6 Hours per week \*NEW\***

**REPORTS TO:** Director of Residential Services

**JOB SUMMARY:** In-site record monitoring and medical binder review. Additionally, each MCM will be assigned hospital liaison on case by case basis- either rotating or whoever is available when the individual goes to the hospital and will follow the case through. The position could also require training on topics as needed, such as an individual with change in diet or the addition of a pulse ox parameter.

**REQUIREMENTS:** Must be 18 years of age or older and possess a valid NJ driver's license with an acceptable record of safe driving. Written and verbal communication skills commensurate with professional responsibilities. Associates or Bachelor's Degree required (Human Services or related field preferred) along with RN, NJ license plus two years of relevant nursing experience. Must have own vehicle. Mileage reimbursement is available.

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### **DIRECTOR OF HUMAN RESOURCES – Full Time 40 Hours per week \*\*NEW POSTING\*\***

**REPORTS TO:** Executive Director

**JOB SUMMARY:** Assumes responsibility for developing, administering and managing human resources functions to include providing guidance to the management of 21 Plus, Inc. in areas of personnel management, State and Federal labor laws, employment and staff development. Participate in management team meetings. Develop, plan and implement employee relation and communications programs, Affirmative Action/EEO policies and programs as defined by NJA Codes. Counsel and make recommendations on personnel matters to include grievances, disciplinary actions, etc. Coordinate and oversee FMLA, all leaves, liability, workers' comp, and OSHA reporting.

**REQUIREMENTS:** Bachelor's degree in Human Resources or related field. Must have two years of supervisory experience and four years generalist experience in Human Resources and have knowledge of state and federal labor laws. Ability to work independently. Capability to interact effectively with all levels of personnel and public. Ability to work under pressure. Preferred skills include: leadership skills, respect for confidentiality, computer literacy, effective oral and written communication, planning and organization. Must be 18 years of age or older and possess a valid NJ driver's license with an acceptable record of safe driving.

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### **ASSISTANT PROGRAM ADMINISTRATOR (Group Home) – Full Time 40 Hours per week, Toms River \*NEW\***

**REPORTS TO:** Program Administrator

**JOB SUMMARY:** Shares responsibility for and assists the Program Administrator with the overall operation and quality of the group home/ATC program; responsible for providing care, supervision, training, and opportunities for growth to individuals served at the group home; supervises, trains and assists other group home/ATC staff in the absence of the Program Administrator; works cooperatively with Program Administrator to uphold agency and licensing regulations.

**REQUIREMENTS:** High School Diploma or equivalent. Must be 18 years of age or older and possess a valid NJ driver's license with an acceptable record of safe driving. **Minimum of 1 year employment in the field of Human Services.** Must have ability to interact appropriately and effectively with persons with developmental disabilities; provide direct program services to them; determine the needs and abilities of persons served; solve problems systematically; and communicate using resourcefulness and tact. Requires exemplary work record. Basic computer competency needed. Must be able to complete and obtain certification in Crisis Management Techniques.

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### **BEHAVIORIST – Part Time 20 Hours per week \*New\***

**REPORTS TO:** BCBA/Director of Residential

**JOB SUMMARY:** Assesses, develops and implements behavior plans for individuals with behavioral challenges. Observes the individual in appropriate settings and ensures behavior support plans and support services provided are in compliance with quality standards and

**REQUIREMENTS:** Must meet at least one of the following: Clinician holding NADD certification OR Master's/PhD level Behaviorist OR Board Certified Behavior Analyst, or Masters Level Clinician with Positive Behavioral Support Training.

**Reports to:** Director of Residential Services

**GROUP HOME ASSISTANT- Full Time, Part Time or Substitute (Per Diem) Ocean County, Voorhees, Clementon \***

**JOB SUMMARY:** Provides direct care and supervision for individuals with developmental disabilities and assist in the day-to-day operations of a group home. **No experience necessary.** We will provide all training if you meet the minimum requirements of the position.

\*Substitutes must be available to work a minimum of two shifts per month

<b>6TH AVE</b>									
<b>SLOT</b>	<b>HOURS</b>	<b>POSITION</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>
3 (open 4/2/20)	36	OVN GHA	OFF	OFF	11p-8a	11p-8a	11p-8a	11p-8a	OFF
4	40	OVN GHA	10p-9a	10p-9a	OFF	OFF	4p-11p	OFF	10p-9a
7	11	GHA	SHAMP	9am-3p	9a-2p	SHAMP	OFF	SHAMP	Off
<b>ANNEX</b>									
<b>SLOT</b>	<b>HOURS</b>	<b>POSITION</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>
6	38	OVN GHA	10p-10a	10p-10a	6p-10p	OFF	OFF	OFF	10p-8a
8	14	GHA	2p-10p	10a-4p	off	off	Off	off	Off
9	12	GHA	Off	4p-10p	Off	Off	Off	Off	4p-10p
<b>DALLAS</b>									
<b>SLOT</b>	<b>HOURS</b>	<b>POSITION</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>
3	40	OVN GHA	OFF	OFF	11p-9a	10p-8a	10p-8a	10p-8a	OFF
5	10	GHA	Off	4p-10p	OFF	Off	Off	Off	6p-10p
7	20	GHA	10p-8a	10p-8a	OFF	Off	Off	Off	Off
8	40	GHA	OFF	OFF	OFF	11p-9a	11p-9a	10p-8a	10p-8a
<b>LONGBOAT</b>									

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
4 (Open 4/3)	40	OVN GHA	10p-9a	10p-9a	OFF	OFF	4p-11p	OFF	10p-9a
5	38	GHA	2p-10p	2p-10p	9a-11p	OFF	OFF	OFF	2p-10p
7	10	GHA	Off	Off	10a-8p	Off	Off	Off	Off
8	12	GHA	OFF	4p-8p	OFF	OFF	OFF	4p-8p	4p-8p
9	4	GHA	OFF	OFF	OFF	4p-8p	OFF	OFF	OFF

**MIZZEN**

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
5	20	GHA	OFF	10a-8p	10a-8p	OFF	OFF	OFF	Off
6	20	GHA	Off	9a-10p	4p-11p	Off	Off	Off	Off
7	6	GHA	4p-10p	OFF	OFF	OFF	OFF	OFF	OFF
8	4	GHA	5p-9p	Off	off	Off	Off	Off	Off

**ONYX**

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
3	40	OVN GHA	OFF	OFF	11p-9a	11p-9a	11p-9a	11p-9a	OFF
6	37	OVN GHA	10p-8a	10p-8a	8a-3p	OFF	OFF	OFF	10-8a
7	37	GHA	2p-9p	9a-9p	OFF	OFF	5p-9p	4p-10p	2p-10p
8	40	GHA	OFF	4p-9p	3p-11p	2p-11p	2p-11p	2p-11p	OFF
10	5	GHA	5p-10p	OFF	OFF	OFF	OFF	OFF	OFF
11	40	GHA	2p-9p	10a-10p	10a-10p	6p-10p	Off	Off	4p-9p
12	4	GHA	OFF	OFF	OFF	5p-9p	OFF	OFF	OFF

## PROSPECT

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
3	36	OVN GHA	10p-8a	10p-8a	4p-10p	OFF	OFF	OFF	11p-9a
4	40	OVN GHA	11p-9a	9a-2p 11p-2p	9a-2p	OFF	OFF	OFF	11p-9a
6	39	OVN GHA	Off	Off	11p-8a	11p-9a	10p-8a	10p-8a	Off
11 Shared with SB slot 7	10	6p-11p 11p-9a	6p-11p 11p-9a	OFF	OFF	OFF	OFF	OFF	11p-9a
12	9	GHA	OFF	4p-9a	OFF	OFF	OFF	OFF	5p-9p
13	4	GHA	4p-6p	4p-6p	Off	Off	Off	Off	Off

## Rt 70 ATC

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
14	20	Driver/Per diem maintenance	7:45a-9:45a & 2:15p-4:15p	7:45a-9:45a & 2:15p-4:15p	7:45a-9:45a & 2:15p-	7:45a-9:45a & 2:15p-4:15p	7:45a-9:45a & 2:15p-4:15p	7:45a-9:45a & 2:15p-4:15p	7:45a-9:45a & 2:15p-4:15p

## SAPLING

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
2	40	APA	OFF	OFF	9a-4p	2p-11p	2p-11p	12p-8p	9a-4p
4	38	OVN GHA	11p-9a	11p-9a	11p-8a	OFF	OFF	OFF	11p-8a
6	40	GHA	2p-11p	3p-11p	3p-11p	4p-11p	3p-11p	OFF	OFF
7	40	GHA	4p-8p	9a-9p	9a-9p	OFF	OFF	4p-11p	6p-11p
8	9	GHA	Off	Off	Off	11p-8a	Off	Off	Off
10	10	OVN GHA	OFF	11p-9a	OFF	OFF	OFF	OFF	OFF
11	5	GHA	Off	Off	Off	Off	4p-9p	Off	Off

#### SOUTHAMPTON

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
4	40	OVN GHA	11p-9a	11p-9a	OFF	OFF	OFF	11p-9a	11p-9a
7	25	GHA	4p-8p	3p-7p	2p-9p	4p-8p	Off	5p-11p	Off

#### SYLVAN

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
4	36	OVN GHA	10p-8a	10p-8a	8a-2p	OFF	OFF	OFF	10p-8a
5	37	GHA	OFF	2p-10p	2p-10p	2p-10p	OFF	5p-10p	2p-10p
7	6	GHA	Off	Off	1p-5p	Off	8a-9am	Off	8a-9a
8	6	GHA	4p-10p	OFF	OFF	OFF	OFF	OFF	OFF

#### TWIN OAKS

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
4	40	OVN GHA	OFF	11p-9a	11p-9a	11p-9a	11p-9a	OFF	OFF
6	40	GHA	Off	3p-11p	3p-11p	Off	2p-9p	3p-11p	2p-11p
7	6	GHA	OFF	OFF	9a-3p	OFF	OFF	OFF	OFF
10	20	OVN GHA	11p-9a	11p-9a	OFF	OFF	OFF	OFF	OFF
11	40	OVN GHA	OFF	OFF	11p-9a	11p-9a	OFF	11p-9a	11p-9a

#### WATER'S EDGE

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
2	40	APA	OFF	OFF	8a-5p	3p-9p	9a-5p	2p-11p	9a-5p
6	35	GHA	3p-9p	11a-9p	10a-11p	5p-11p	OFF	OFF	OFF
8	9	OVN GHA	Off	11p-8a	Off	Off	Off	Off	Off

#### WAYNE

SLOT	HOURS	POSITION	FRI	SAT	SUN	MON	TUE	WED	THU
4	39	OVN GHA	11p-10a	11p-11a	3p-9p	OFF	OFF	OFF	11p-9a
9	39	OVN GHA	10p-10a	10p-10a	OFF	OFF	OFF	5p-10p	11p-9a
10	9	GHA	Off	10A-3P	10A-2P	Off	Off	Off	Off
11	5	GHA	Off	Off	10a-3p	Off	Off	Off	Off