Employment Opportunities at Crystal Springs. Come join the Crystal Springs team!

- Benefits Outstanding Benefits Package*
 Benefits eligibility after 90 day waiting period and must work 30 hours or more per week to be qualify
- Medical Plans (HMO) 70% employer paid for full-time employees
- Medical plans include HRA (Health Reimbursement Arrangement)
- 50% of the deductible is company paid!
- Dental and Vision insurance is available
- Flexible Spending Accounts save on medical expenses and dependent care!
- 403(b) Retirement Savings Plan Save for your future!
- 100% Employer paid Basic Life Insurance
- 100% Employer paid AD&D and LTD Voluntary Life and AD&D is also available
- EAP Employee Assistance Program
- Generous Paid Time Off and Sick Time
- 11 company paid holidays Paid training

LPN / Nurse Case Manager per diem hours - Adult Program Sign on bonus

Job Summary:

The Nurse Case manager will work per diem hours per week working Monday - Friday flexible schedule, no weekends but holidays will have on-call responsibilities so flexibility is necessary. The Nursing Case Manager will assist the Nursing department in the coordination of care for each individual in maintaining their health and well-being by following physicians' orders, plans of care and appropriate policies, procedures and protocols. In addition to providing direct oversight to assigned individuals and staff, the Nurse Case Manager may be required to provide direct nursing care to individuals at CSI. Such care must be in accordance with current federal and state law and regulation, facility policies and procedures, and as may be required by the Director of Nursing Services to ensure that the highest degree of quality care is maintained at all times for the individuals of Crystal Springs. The Licensed Practical Nurse must at all times, act in a professional manner and have the ability to multi-task.

COMPETENCIES/SKILLS:

Demonstrated ability to perform nursing medical assessments, effectively triage day-to-day emergencies, phone calls and/or other medically related situations that may arise

Demonstrated ability to effectively review and interpret lab, x-ray and other evaluation reports and consults

Demonstrated ability to effectively communicate with physicians, outside specialists, funding agencies and parents/guardians as needed.

Demonstrated professionalism and the ability to multitask.

Demonstrated knowledge and commitment to the agency's mission, vision, values and goals through leadership.

Demonstrated ability to function as a healthy & therapeutic role model.

Demonstrated fairness, forethought and good judgment in decision making.

Demonstrated understanding and adherence to the agency's culture of care expectations and family-centered care and treatment philosophy and protocols.

Demonstrated cooperative attitude and effective written, verbal and interpersonal communication skills with others (students and their families, supervisors and other professionals) to nurture healthy and productive working relationships.

Demonstrated understanding of general environmental & safety policies/procedures with a particular focus on Pica safety.

Demonstrated understanding and ability to attend to and complete all required documentation.

Demonstrated ability to assist residents and supervise staff with regard to medically related treatments/doctor's orders as well as personal care development and maintenance as appropriate.

Demonstrated understanding of client confidentiality regulations such as HIPPA and other protocols.

Demonstrated knowledge of computer skills.

Demonstrated ability to plan, organize, set goals and follow through on tasks as well as motivating staff and fostering opportunities for teamwork.

Demonstrated knowledge of policies and procedure for reporting suspected abuse & neglect.

Demonstrated understanding and sensitivity to cultural, ethnic, racial, and socio-economic issues.

Demonstrated ability to understand and adhere to relevant laws, contractual obligations and licensing regulations.

DUTIES AND RESPONSIBILITIES:

Provide oversight to assigned homes/individuals to include but not limited to: bimonthly in-home audits, medication and MAR reviews, teaching/training for staff

Complete monthly summaries to include head to toe skin assessments.

Administer medications when needed/required.

Provide physical assessment of individuals including vital signs such as blood pressure, temperature, and weight

Provide basic wound care including cleaning and bandaging injured areas when needed.

Maintain open lines of communication with the individual's team, parents/guardians, medical providers, DDS, and any other vendor/s involved in the individuals care

Complete require documentation in a timely manner and submit to appropriate parties.

Document and communicate all medical issues, appointments and interventions, etc.

Function as Primary Nurse for assigned caseload and ensure that all lab work, physicals, dental, audio and vision exams etc., are current and ensure that all follow-up appointments are completed as recommended on consultation forms

Review all appropriate tracking logs (BM, menses, etc.) and provide additional training/retraining when necessary.

Adhere by MAP regulations

Order medication from pharmacy as needed

Attend doctor's appointments as needed

Prepare for and attend ISPs for assigned individuals

Provide G and J tube care as needed

Provide medically related assistance and training to staff as needed

Attend staff meetings as directed

Maintain current licensure, current CPR and First Aid certification

Maintain required certifications of the Adult Program.

Perform other duties as assigned

LANGUAGE/COMMUNICATION SKILLS:

Ability to communicate clearly and effectively in spoken and written English; and to read and comprehend work related documents which are almost exclusively written in English.

ENVIRONMENTAL CONDITIONS:

Duties may include accompanying residents to various appointments

PHYSICAL AND OTHER DEMANDS:

Ability to hear alarms, phones, and communications from adults and employees in short and long range

Ability to lift at least 100 pounds with another employee or lifting equipment

Ability to bend, kneel, squat and stand for long periods of time throughout the shift

Ability to reach above the shoulders at least four times during a shift, often lifting an item of weight;

Ability to grasp, retrieve, pinch and hold small items frequently throughout the shift, at least once every ten minutes

Ability to train and perform procedures surrounding CPR, First Aid, physical restraints and crisis intervention for the safety of the residents and staff

Ability to manage and handle stressful and emotionally charged interactions and situations

OTHER REQUIREMENTS:

Must hold a valid driver's license for at least 6 months and be ready, willing and able to drive the Company's wheelchair and/or mini-vans safely according to Massachusetts driving laws

Must have at least one year of experience as a license LPN

Each staff member must participate in a minimum of two hours per month in-service training to maintain compliance with state regulations (EEC and DESE) and to further develop the skills necessary for continued employment and advancement.

Statement of Nondiscrimination

Crystal Springs, Inc. does not discriminate in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sex, sexual orientation, sexual preference, veteran status, or any other characteristic protected under the law.

Supervisory Responsibilities:

No supervisory responsibilities

Competencies

- Customer/Person-centered focused.
- · Ethical Conduct.
- · Leadership skills.
- · Personal Effectiveness/Credibility.
- · Thoroughness.

· Time Management/organization skills

QUALIFICATIONS:

· LPN, currently licensed in the State of Massachusetts and in good standing.

Language/Communication Skills:

· Ability to communicate clearly and effectively in spoken and written English and to read and comprehend work related documents which are almost exclusively written in English.

Environmental Conditions:

- Duties are performed indoors and outdoors accompanying residents to various activities, events and appointments;
- · Some duties performed in a rehabilitation pool.

Mission Statement:

Crystal Springs' Adult Services are designed to provide adults with developmental disabilities nurturing environments where they are treated with dignity, respect, care and compassion, and are supported to achieve their greatest potential to live independently, gain meaningful employment, and live a healthy life style.

· Paid training

Sick time (MA sick time policy)

Job Type: per diem hours

Pay: \$28.70 - \$31.70 per hour'

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place Work Remotely
- No

Job Type: Part-time

Pay: \$28.70 - \$31.70 per hour

COVID-19 considerations:

All employees are provided with PPE. Employee safety and health is our top priority!

COOK – 30 hours per week

Job Summary:

We are actively seeking a dependable individual to fill our Cook position in our Food Services Department. This position is 30 hour per week opportunity, working Sundays from 5:30 am - 5:30 pm and to work 2 days during the week on a flex schedule.

We offer competitive benefits including 70% employer paid medical and 50% employer paid deductible!

Duties / Responsibilities:

- Responsible for preparing and serving palatable, nutritionally balanced, quality food to residents with specific dietary requirements.
- · Set up all serving carts with sufficient, clean, sanitary dishes and flatware prior to meals.
- Deliver prepared meals to resident houses.
- · Carefully and completely wash and degrease pots, pans, serving utensils and all working surfaces (food preparation surfaces; sinks) and serving carts.
- · Close down kitchen and lock up at end of shift.

Requirements:

- Read, write, speak and understand English.
- Carry up to 30 lbs; bending, stooping and walking.
- Current and active driver's license. There is no public transportation to Crystal Springs.
 Employees are responsible to arrange for their own transportation and do so in a manner which allows them to arrive in time for their scheduled shift.
- Meet EEC/DESE requirements for in-service hours.
 Job Types: Full-time, Part-time

Pay: \$14.50 per hour

COVID-19 considerations:

All employees and guests are provided with PPE. Safety and health is our top priority!

Residential Support Specialist - Adult Program 2nd & 3rd Shifts

Hiring Immediately: Schedule an In-Person or Virtual Interview Today!

We are looking for people seeking to make a difference in the lives of adults with disabilities, people who are caring, compassionate, and wanting to make a difference. We believe a diverse workforce with a wide array of backgrounds, including ethnicity, race, gender and religion drives success at Crystal Springs. This is an excellent opportunity to work in a nurturing environment where every team member is valued! Apply today to see what kind of difference you can make!

COME JOIN OUR TEAM!

*Shifts Availability:

Crystal Springs staffs full-time and part-time

Third shift positions (11:00 PM - 9:15 AM or 11:30 pm - 9:30 am)

Second shift positions (3:30 pm - 11:30 pm) and flexible schedules.

Look at what we have to offer YOU!

We will tailor a schedule that revolves around you!

Sign-on Bonus

Referral Bonus

An extensive paid training

Flexible Work Schedule

Paid Time Off

A generous benefits package for full-time employees

1st shift (morning into the afternoon), 2nd shift (afternoon into the evening) & 3rd shift (overnight) available

Full-time, Part-Time, Per-Diem and flexible scheduling available

Be the Difference

crystalspringsinc.org/career-opportunities/

Statement of Nondiscrimination:

Crystal Springs, Inc. does not discriminate in any of its programs, procedures, or practices against any person based on age, citizenship, color, disability, national origin, political affiliation, race, religion, sex, sexual orientation, sexual preference, veteran status, or any other characteristic protected under the law.

Job Types: Full-time, Part-time

Pay: Up to \$17.00 per hour

Job Types: Full-time, Part-time

Pay: \$15.00 - \$17.00 per hour

COVID-19 considerations:

Employee safety & health is our top priority! We provide PPE to all employees and visitors.

DIETARY AIDE - PART TIME

BE THE DIFFERENCE

We are actively seeking a part-time dependable individual to fill our Dietary Aide position in our Food Services Department. This position is 24 hour per week schedule working from Saturdays & Sundays from 8:00 am - 4:00 pm and one 8 hour shift per week (flexible schedule).

Duties / Responsibilities:

- · Responsible for preparing and serving palatable, nutritionally balanced, quality food to residents with specific dietary requirements.
- · Set up all serving carts with sufficient, clean, sanitary dishes and flatware prior to meals.
- · Deliver prepared meals to resident houses.
- · Carefully and completely wash and degrease pots, pans, serving utensils and all working surfaces (food preparation surfaces; sinks) and serving carts.
- · Close down kitchen and lock up at end of shift.

Requirements:

- · Read, write, speak and understand English.
- · Carry up to 30 lbs. bending, stooping and walking.
- · Current and active driver's license. There is no public transportation to Crystal Springs. Employees are responsible to arrange for their own transportation and do so in a manner which allows them to arrive in time for their scheduled shift.
- Meet EEC/DESE requirements for in-service hours.

Job Type: Part-time

Pay: \$14.50 per hour

COVID-19 considerations:

All Employees are provided with PPE equipment. Safety of our employees is top priority!

Day Habilitation Aide 1:1 part time 20 hours per week- NEW RATES!!

Mission Statement:

Crystal Springs' Adult Services are designed to provide adults with developmental disabilities nurturing environments where they are treated with dignity, respect, care and compassion, and are supported to achieve their greatest potential to live independently, gain meaningful employment, and live a healthy lifestyle.

- Benefits Outstanding Benefits Package*
 Benefits eligibility after 90 day waiting period and must work 30 hours or more per week to be qualify
- Medical Plans (HMO) 70% employer paid for full-time employees
- Medical plans include HRA (Health Reimbursement Arrangement)
- 50% of the deductible is company paid!
- Dental and Vision insurance is available
- Flexible Spending Accounts save on medical expenses and dependent care!
- 403(b) Retirement Savings Plan Save for your future!
- 100% Employer paid Basic Life Insurance
- 100% Employer paid AD&D and LTD Voluntary Life and AD&D is also available
- EAP Employee Assistance Program
- · Generous Paid Time Off and Sick Time
- 11 company paid holidays
- Paid training

Job Summary:

This position provides 1:1 support to individual in active treatment / teaching of Habilitation goals/objectives and direct care supports in a manner that promotes development of independent and community integration skills and an improved quality of life.

Duties:

- Provides skilled teaching, supports and evaluation of required programmatic services.
- Assists in providing crisis assessment, prevention and needed intervention according to trained Crisis Prevention Intervention (CPI).
- Ability to attend pool with individuals.
- Maintains and provides all required programmatic documentation such as daily logs, behavioral data collection, collection of data on individual goals/objectives, incident reports, seizure records, accident/injury logs.
- Take proper and reasonable care of all individual and agency belongings.
- Perform other duties and projects as assigned by supervising personnel.
- One year's previous experience working with individuals with severe to profound developmental disabilities.
- Accessing community daily with 1:1.

Requirements:

- · High School diploma or G.E.D. equivalent and / or Bachelor's Degree in related field preferred or experience / specific skills in working with developmentally disabled individuals in a Habilitation/vocational setting.
- Valid Driver's license with clean driving record.
- Ability to pass van driving in-service.
- Ability to pass an acceptable Criminal Records Check (CORI).

 Ability to maintain and conduct functional life skill, behavioral and therapeutic programs, ability to collect data and maintain records as established within day program.
 Job Type: Part-time

Pay: \$14.50 - \$16.00 per hour

COVID-19 considerations:

Crystal Springs provides all employees with a safe and secure work environment. Health & Safety is our top priority!

We are looking for a dependable team member for our ABLE I Day Hab facilities. These are full-time positions that are 35 hours per week, Monday - Friday from 8:30 am - 4:00 pm. Since this position is considered full-time you are entitled to full company benefits: Medical, Dental, Vision, Retirement, Flexible Spending Account & Tuition Reimbursement!

Crystal Springs is dedicated to creating a nurturing environment where people will be treated with dignity, respect, care, and compassion supporting them to achieve their greatest potential while becoming contributing members of the community.

The Day Habilitation Aide will provide support to individuals in active treatment/teaching of Habilitative goals/objectives and direct care supports in a manner that promotes development of independent and community integration skills and an improved quality of life.

Job Duties:

Provides care, skilled teaching, supports and evaluation of required programmatic services.

- Transports, accompanies and supports individuals to and from home, medical, dental and psychiatric appointments and / or leisure activities.
- Assists in providing crisis assessment, prevention and needed intervention according to trained Crisis Prevention Intervention (CPI)
- Attends pool and gym with individuals

Requirements: High School diploma or G.E.D. equivalent and / or Bachelor's Degree in related field preferred. Must have at least one year experience / specific skills in working with developmentally disabled individuals in a Habilitation/vocational setting.

- Valid Drivers license for 6 months with clean driving record
- Ability to pass van driving in-service
- Ability to pass an acceptable Criminal Records Check (CORI)
- Ability to maintain and conduct functional life skill, behavioral and therapeutic programs, ability to collect data and maintain records as established within day program
- One year's previous experience working with individuals with severe to profound developmental disabilities.

COME JOIN OUR TEAM!

Benefits - Outstanding Benefits Package*

Benefits eligibility after 90 day waiting period and must work 30 hours or more per week to be qualify

- Medical Plans (HMO) 70% employer paid for full-time employees
- Medical plans include HRA (Health Reimbursement Arrangement)
- 50% of the deductible is company paid!
- Dental and Vision insurance is available
- Flexible Spending Accounts save on medical expenses and dependent care!
- 403(b) Retirement Savings Plan Save for your future!
- 100% Employer paid Basic Life Insurance
- 100% Employer paid AD&D and LTD Voluntary Life and AD&D is also available
- EAP Employee Assistance Program

- Generous Paid Time Off and Sick Time
- 11 company paid holidays
- Paid training

Statement of Nondiscrimination:

Crystal Springs, Inc. does not discriminate in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sex, sexual orientation, sexual preference, veteran status, or any other characteristic protected under the law.

Job Type: Full-time

Pay: \$14.50 - \$16.50 per hour

COVID-19 considerations:

Apply on Indeed or visit our website at www.crystalspringsinc.org

All employees are provided with PPE. Employee's safety and health is our top priority!

Direct Support Professional - Residential Counselor

Up to \$17 an hour - Full-time, Part-time

\$400 Sign-On Bonus for 3rd Shift and \$600 Sign-On Bonus for 2nd Shift!

Hiring Immediately: Schedule an In-Person or Virtual Interview Today!

Are you looking to build a career where you'll make a real impact? Working at Crystal Springs will provide you with opportunities to find your purpose and make a real difference in the lives of others. As a **Direct Support Professional** within our **Children's Residential Program**, you'll empower individuals living with intellectual and developmental disabilities to achieve their best life.

Bring Out the Best in You and Those We Support

Description of Duties:

Residential Staff help people overcome the challenges they face in becoming as independent as they can be, and in having as much choice and control over their lives as possible. We do this by filling the gap between what they've already accomplished and what they still want to achieve in all aspects of their lives, including personal hygiene, cooking, taking care of their households, making friends, enjoying good health, recreation, and community involvement. Our most successful staff are patient, friendly, hardworking, and care deeply about the rights of others.

How You Can Make a Real Impact

- Empower individuals to develop skills for daily life
- Support the personal growth of the people we serve
- Encourage independence through personalized plans of care
- Plan events and outings to build connections within the community
 What You'll Love About Crystal Springs
- Meaningful Purpose: We truly make a difference in the lives of those we support, which inspires us to be better people, and gives us purpose.
- Personal Growth: There are opportunities to learn and build skills, professional development, career advancement and tuition assistance.
 What May Challenge You:
- Every hour of each day is different.
- Many people go to work every day, wondering if they're making a difference.
- Direct care professionals don't wonder—they know they are.

We are committed to providing our employees with benefits that promote a healthy work/life balance and add value to our employees' lives.

- Paid Training no experience, no problem
- Flexible Schedule
- No layoffs
- Sign on Bonus
- 11 company paid holidays
- Tuition Reimbursement
- Advancement Options
- Employee Assistance Program
- 6 free confidential counselling sessions (mental health, financial, legal, medical, childcare, taxes)
- Worker advantage savings program
- Discounts on items including eyeglasses
 - *Shift Availability:

Crystal Springs staffs full-time and part-time

- Third shift positions (11:00 pm 9:00a)
- Second shift positions (3:00 pm 11:00 pm) and flexible schedules
 Shift Differentials:
- Weekday Overnight Shift \$1.00
- Weekend Overnight Shift \$2.00
- Weekend First and Second Shift \$1.00
 Be the Difference: crystalspringsinc.org/career-opportunities/

QUALIFICATIONS

- Driver's License (Required)
- High school or equivalent (Preferred)
- individuals with developmental disabilities: 1 year (Preferred)
- US work authorization (Preferred)

OTHER REQUIREMENTS:

Must hold a valid driver's license for more than 6 months and be ready, willing and able to drive the Company's wheelchair and/or mini-vans safely according to Massachusetts driving laws;

Each staff member must participate in a minimum of two hours per month in-service training to maintain compliance with state regulations (EEC and DESE) and to further develop the skills necessary for continued employment and advancement.

About Crystal Springs

Crystal Springs is a non-profit organization that cares about you. We want to make a difference in the lives of people with intellectual and developmental disabilities. We hire people who are caring, compassionate, and want a fulfilling career. We are a care team of employees committed to making a lasting difference in the lives of the people we support. Together, we work diligently and compassionately, to improve the lives of the people we support. Find your purpose and more at Crystal Springs.

Statement of Nondiscrimination

Crystal Springs, Inc. does not discriminate in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sex, sexual orientation, sexual preference, veteran status, or any other characteristic protected under the law.

Employees will be expected and required to perform all essential functions with or without accommodation. Crystal Springs will make reasonable accommodation in compliance with state and federal disability laws.

Job Types: Full-time, Part-time

Pay: \$15.00 - \$17.00 per hour

COVID-19 considerations:

Safety and health is our top priority! We provide PPE to all employees and guests.

Apply on Indeed or visit our website at www.crystalspringsinc.org.

Shift Supervisor, Children's Program - NEW INCREASED RATES!

Pay: \$16.50 - \$18.50 per hour

\$1000 Sign-On Bonus - Schedule an In-Person or Virtual Interview Today!

Crystal Springs is offering a \$1000 sign-on bonus paid in two \$500 increments, the first on day 90 and an additional \$500 upon **successfully completing one year of service** for certain regularly scheduled positions of twenty hours a week or more. This offer does not apply to relief employees or regular schedules of less than 20 hours per week. Bonuses are prorated for regular schedules less than 40 hours.

Bring Out the Best in You and Those We Support

Direct Care Professionals help those in our care to reach their highest potential, while gaining experience and learning new skills. Various schedules and shifts are currently available, including days, evenings, and overnights.

How You Can Make a Real Impact

- · Empower individuals to develop skills for daily life
- · Support the personal growth of the people we serve
- · Encourage independence through personalized plans of care
- · Plan events and outings to build connections within the community

What You'll Love About Crystal Springs

- **Meaningful Purpose:** We truly make a difference in the lives of those we support, which inspires us to be better people, and gives us purpose.
- **Personal Growth:** There are opportunities to learn and build skills, professional development, career advancement and tuition assistance.

We are committed to providing our employees with benefits that promote a healthy work/life balance and add value to our employees' lives.

- Paid Training
- Flexible Schedule
- No layoffs
- Sign on Bonus
- 11 company paid holidays
- Tuition Reimbursement
- Advancement Options
- Employee Assistance Program
- 6 free confidential counselling sessions (mental health, financial, legal, medical, childcare, taxes)
- Worker advantage savings program
- Discounts on items including eyeglasses

POSITION SUMMARY:

The Shift Supervisor provides formal supervision and coordination of shifts with regard to activities and structure, documentation, monitoring, maintaining environmental safety and staff performance and interactions. The Shift Supervisor provides appropriate role modeling in a therapeutic environment that promotes the physical, emotional and behavioral health of each student and

assists them in developing adaptive life skills. Shift Supervisors work as a part of a collaborative, trauma-informed and family-centered therapeutic team.

QUALIFICATIONS:

- Associates degree or (2) years of equivalent college experience + (9) months of human service experience, particularly with children and/or adolescents + (6) months of supervisory experience preferred in any field, or
- High School diploma plus (18) months of human service experience, particularly with children and/or adolescents plus (6) months supervisory experience in any field preferred
- Must be at least 21 years old
- Must maintain a valid driver's license

OTHER REQUIREMENTS:

- Must hold a valid driver's license for more than 6 months and be ready, willing and able
 to drive the Company's wheelchair and/or mini-vans safely according to Massachusetts
 driving laws;
- Each staff member must participate in a minimum of two hours per month in-service training to maintain compliance with state regulations (EEC and DESE) and to further develop the skills necessary for continued employment and advancement.
 Statement of Nondiscrimination
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Employees will be expected and required to perform all essential functions with or without accommodation. Crystal Springs will make reasonable accommodation in compliance with state and federal disability laws.

Job Types: Full-time, Part-time

Pay: \$16.50 - \$18.50 per hour

Apply on Indeed or visit our website at www.crystalspringsinc.org.

Program Director - Adult Program GREAT BENEFITS!!

Be the Difference

At Crystal Springs, we hire people seeking to make a difference in the lives of people with disabilities, people who are caring, compassionate, and wanting to make a difference. We believe a diverse workforce with a wide array of backgrounds, including ethnicity, race, gender and religion drives success at Crystal Springs. Apply today to see what kind of difference you can make!

\$1000 Sign-On Bonus

Crystal Springs is offering a \$1000 sign-on bonus paid in two \$500 increments, the first on day 90 and an additional \$500 upon **successfully completing one year of service** for certain regularly scheduled positions of twenty hours a week or more. This offer does not apply to relief employees or regular schedules of less than 20 hours per week. Bonuses are prorated for regular schedules less than 40 hours.

We are committed to providing our employees with benefits that promote a healthy work/life balance and add value to our employees' lives.

- · Generous Earned Time Off Package
- · 11 company paid holidays
- · Health, Dental and Vision Insurance
- Tuition Assistance**
- · Flexible Spending Accounts*
- 100% Employer paid Basic Life Insurance
- · 403B Retirement Plan
- · Employee Assistance Program
- Career Development Opportunities
- · Paid training

Job Description:

The Program Director 1 will be responsible for providing administrative, clinical and programmatic operations of the adult residential programs supporting individual supervision, individuals, staff program development, coordination of care, and general maintenance and operations for one residence for adults with intellectual/developmental disabilities.

Essential Functions of Position:

- Ensure the quality of support for the people supported with prominence on independence, self-determination, health and safety.
- · Promote a respectful and dignified living environment at all times for the people we support.
- Maintain ongoing professional communication with supervisor and all stakeholders.
- Meet with team on a routine basis to discuss program operations and the people supported.
- · Support the people we support in the development of their person-centered ISP and implement plans
- · Foster and maintain professional partnerships with all stakeholders through active communication

- · Assesses, teaches and supports individuals in daily living skills such as personal care and hygiene and care of personal space and belongings, and safety rules.
- · Organizes and facilitates opportunities for community integration in leisure, vocational areas for all individuals as well as maintaining open communication individual sand their families/guardians, service coordinators, various departments and external stakeholders.
- Maintains a positive and professional relationship with the neighbors, community members, involved family members, colleagues and funding sources.
- · Coordinates and supervise community inclusion/activities, banking and budget management, cooking, shopping, programming, day program or vocational attendance and monitoring effectiveness through data collection.
- · Assist in development, coordination and implementation of ISP goals and objectives and behavioral plans.
- · Implement all behaviors, ISP objectives, ADL's, and recreational/activities
- · Administers medications as established by MAP certification.
- · Accompanies individuals to medical, dental and psychiatric appointments or leisure activities via agency vehicle or staff car.
- · Ensures review of individual's goals/objectives in treatment team meetings on a regular basis.
- · Provides crisis assessment, prevention and needed intervention utilizing *Crisis Prevention Intervention (CPI)* techniques as trained.
- Provides on-call coverage as scheduled and ability to work various shifts
- · Identifies need for and arranges for attainment of additional support services.
- · Provides specialized training and instruction to residential supporters, community supporters, lead staff and other support staff.
- Ensures duties and responsibilities are carried out in a supportive and professional manner and attends appropriate meetings.
- · Cooperates and participates in internal investigations
- · Coordinates and supervises daily residential and program activities to include supervision of staff and maintenance of residence(s).
- Other duties and projects as assigned by Crystal Springs, Inc.

Staff Management and Development

- · Ensure program coverage based on funding source standards. Coordinate staff coverage with the scheduler.
- · Act as advocate and role model for the people we support, staff and all other stakeholders
- · Interview and hire prospective employees in a timely manner.
- · Complete orientation documentation, monthly check-ins, and annual evaluation on all assigned program staff in a timely manner.
- · Ensure that your direct reports adhere to Crystal Springs' policies and procedures.

Quality Management:

- · Ability to identify program needs and address them and seeking assistance as needed.
- · Maintains accurate programmatic documentation such as fire drills, incident reports, daily logs, progress notes, behavior programs, and any other documentation required.

- · Assumes responsibility for the basic care of assigned program vehicle.
- Ensures appropriate use of agency petty cash, gas cards, grocery/housekeeping funds and funds belonging to the people we support
- · Complete score cards/audits to ensure ongoing compliance with standards.
- · Participate in internal and external reviews.
- Ensure highest quality for safety and infection control procedures are followed.

Personal Characteristics:

- Demonstrate ability to work effectively and collaboratively with a culturally diverse population of individuals, other care providers, family and community members.
- · Demonstrated supervisory and management experience.
- · Ability to work collaboratively as a member of multidisciplinary and cross-functional teams.
- · Ability to work as an effective change agent.
- · Professional documentation and communication skills, as well as demonstrated organizational skills.
- · Ability to negotiate and resolve differences.
- · Ability to function under pressure in a fast-paced human service environment.
- · Ability to be flexible, open and responsive to ongoing industry changes.
- · Ability to articulate and communicate Crystal Springs' mission and strategic direction in a consistent and enthusiastic manner to departmental staff.
- · Ability to identify opportunities and obstacles and develop effective, creative solutions to pursue opportunities.

Supervisory Responsibilities:

- · Supervision of Assistant Program Director, Residential Supporters and Community Supporters of assigned programs
- · Directly responsible to and supervised by Assistant Director of Adult Residential Services
- · Assumes full responsibility over assigned programs in the absence of the Assistant Director of Adult Residential Services and Director of Adult Residential Services as assigned by the Director of Adult Services.

Competencies

- Customer/Person-centered focused
- Ethical Conduct
- Leadership skills
- Personal Effectiveness/Credibility
- Effective Critical Thinking and communication skills
- Time Management/organization skills

Education/Experience Qualifications:

- · Bachelor's Degree Preferred or
- · Associate Degree and 3 years of experience working in a supervisory role caring for people with intellectual/developmental disabilities.
- 5 years of experience working in a supervisory role caring for people with intellectual/developmental disabilities.

Language/Communication Skills:

· Ability to communicate clearly and effectively in spoken and written English and to read and comprehend work related documents which are almost exclusively written in English.

Environmental Conditions:

- Duties are performed indoors and outdoors accompanying residents to various activities, events and appointments;
- Some duties performed in a rehabilitation pool.

Other Requirements:

- · Must hold a valid driver's license for more than one year and be ready, willing and able to drive the Company's wheelchair and/or mini vans safely according to Massachusetts driving laws;
- Each staff member must participate in a minimum of two hours per month in-service training to maintain compliance with state regulations and to further develop the skills necessary for continued employment and advancement.
- Provide 24 hour on-call on a rotating basis to ensure program oversight, staff coverage and access to various resources.

Job Type: Full-time

Pay: \$41,184.00 - \$50,294.00 per year

COVID-19 considerations:

Crystal Springs provides all employees with a safe and secure work environment. Health & Safety is our top priority!

Laundry Aide - Full-Time 2:00pm - 10:30pm GREAT BENEFITS!!

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Hours: Full-time, 2:00 pm - 10:30 pm and every other weekend.

Essential Functions:

- Collect all soiled clothing and bedding from the living units up to 30 lbs.
- Active driver's license
- Ability to lift 30 50 pounds

Specific Duties:

- Sort all soiled clothing and bedding according to color and type of fabric
- Appropriately pre-treat any extraordinary or stubborn stains
- Wash and dry all clothing and bedding
- Fold and sort by individual student and living unit
- Return clean clothing and bedding to the proper living unit, mend all torn clothing and bedding
- Care and maintenance of dryers and lint traps and clean and polish machinery
- Sweep laundry floor and empty trash
- Meet EEC/DESE requirement for in services
- Cooperate and participate in internal investigations

REQUIREMENTS:

- Ability to speak and read English (necessary to proper use of cleaning solvents and detergents as well as to name recognition)
- Ability to operate 30 and 50 pound capacity Hoyt and Unimax commercial washers
- Ability to operate 30 50 pound Hoyt commercial dryers
- Laundry workers should also possess basic hand or machine sewing skills
- Must have a valid driver's license

Job Type: Full-time - Great Benefits!

Job Type: Full-time

Pay: \$14.50 per hour

COVID-19 considerations:

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Apply on Indeed or visit our website at www.crystalspringsinc.org.

Housekeeping Aide

BE THE DIFFERENCE!!

We are actively seeking a dependable individual to fill our part-time Housekeeper position. The position is Monday - Friday 6AM - 11AM. The individual in this position must to capable of performing heavy cleaning tasks safely; possess skills in operating a variety of equipment and machinery used by the department as needed and understand and maintain standards of sanitary, hygienic practice.

Duties / Responsibilities:

- Dust, wash and polish all furniture, windows and walls.
- Clean and disinfect all bathroom areas daily and wash all tile and linoleum.
- Vacuum, dry mop, wash floors and sweep outside carpet & vacuum entrances daily.
- Distribute all paper supplies to living areas, classrooms and bathrooms.
- Collect soiled linen and deliver clean linens to designated areas.
- Remove trash and/or infectious waste in designated areas.
- Cooperate and participate in internal investigations.

Requirements:

Read, write, speak and understand English.

- Carry up to 30 lbs; bending, stooping and walking.
- Current driver's license. There is no public transportation to Crystal Springs. Employees are responsible to arrange for their own transportation and do so in a manner which allows them to arrive in time for their scheduled shift.
- Meet EEC/DESE requirements for in-service hours.
- Ability to pass a Criminal Records Check (CORI) and mandatory drug test.

Job Type: Part-time

Job Type: Part-time

Pay: \$14.50 per hour

COVID-19 considerations:

All employees are provided with PPE. Safety and health is our top priority!

Maintenance Helper/Groundskeeper Full Time - PAID TRAINING

Be the Difference!

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Company Summary:

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Crystal Springs offers competitive benefits (up to 70% employer paid!) with generous vacation time!

Benefits eligibility after 90 day waiting period

- Medical Plans (HMO) 70% employer paid for full-time employees
- Medical plans include HRA (Health Reimbursement Arrangement)
- 50% of the deductible is company paid!
- Dental and Vision insurance is available
- Flexible Spending Accounts save on medical expenses and dependent care!
- 403(b) Retirement Savings Plan Save for your future!
- 100% Employer paid Basic Life Insurance
- 100% Employer paid AD&D and LTD Voluntary Life and AD&D is also available
- EAP Employee Assistance Program
- Generous Paid Time Off and Sick Time
- 11 company paid holidays
- Paid training

Job Summary:

Maintain all buildings, interior and exterior in safe, serviceable condition. May perform carpentry work as needed.

Duties:

- General minor maintenance such as; carpentry, painting, plumbing, electrical and groundskeeper work
 - · Snow removed is mandatory
 - · Basic carpentry skills;
 - · Painting (interior and exterior);
 - Snow removal;
 - Meet all requirements for in services

Qualifications:

- · Demonstrated ability to work effectively, collaboratively, and respectfully
- · Flexibility to work varying hours to meet the needs of the department

- · Licensed carpentry preferred
- · Physical ability to carry, lift, stand, bend, kneel and climb as needed
- · Current driver's license and clean driving record. There is no public transportation to Crystal Springs.
- · Meet EEC/DESE requirements for in-service hours.
- · Ability to pass a Criminal Records Check (CORI) and mandatory drug test.

Work Schedule:

Full time: 7:00 am to 3:30 pm - Monday through Friday, may require some flexibility

Statement of Nondiscrimination:

Crystal Springs, Inc. does not discriminate in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sex, sexual orientation, sexual preference, veteran status, or any other characteristic protected under the law.

Job Type: Full-time

Pay: \$14.70 per hour

Job Type: Full-time

Pay: \$14.70 per hour

COVID-19 considerations:

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DSP (Direct Support Professional) - PAID Training 2nd & 3rd Shifts

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\$600 Sign-On Bonus for 3rd Shift and \$400 Sign-On Bonus for 2nd Shift!

Crystal Springs is offering a \$600/\$400 sign-on bonus paid in two \$300/\$200 increments, the first on day 90 and an additional \$300/\$200 upon **successfully completing one year of service** for certain regularly scheduled positions of twenty hours a week or more. This offer does not apply to relief employees or regular schedules of less than 20 hours per week. Bonuses are prorated for regular schedules less than 40 hours.

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- EAP Employee Assistance Program
- Generous Paid Time Off and Sick Time
- 11 company paid holidays
- Paid training
- No Experience, no problem, we provide PAID training

Description of Duties:

Residential Staff help people overcome the challenges they face in becoming as independent as they can be, and in having as much choice and control over their lives as possible.

We do this by filling the gap between what they've already accomplished and what they still want to achieve in all aspects of their lives, including personal hygiene, cooking, taking care of their households, making friends, enjoying good health, recreation, and community involvement.

Our most successful staff are patient, friendly, hardworking, and care deeply about the rights of others.

Experience:

High School diploma or G.E.D. equivalent. Previous experience with supporting individuals with a variety of developmental disabilities is preferred but not required; experience with a variety of daily data documentation, behavior and medical needs of individuals preferred. MAP certification a must, but we also provide this paid training. If not already certified, you must be willing and able to pass within a certain time-frame from date of transfer. We pay for all your time in training which is a two week commitment.

No Experience, no worries!! We provide FREE training.

PAID Training/Special Skills:

Orientation including CPR, first aid, CPI, Quality of Life and van in-service; a valid driver's license is required; must have excellent communication skills and have the ability to work as an effective member of a multi-disciplinary team; must be flexible and dependable and complete a minimum of 24 hours of in-service time annually. Must have the physical capacity to lift and support people with a variety of mobility challenges.

- Applicants must be able to read/write/speak English;
- Have a high school diploma/GED;
- Clean driving record and been driving for at least 6 months;
- Must pass a drug screening; and criminal records background checks are performed on all potential employees.

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COME JOIN OUR TEAM!

*Shifts Availability:

Crystal Springs staffs full-time and part-time

Third shift positions (11:00 PM - 9:15 AM or 11:30 pm - 9:30 am)

Second shift positions (3:30 pm - 11:30 pm) and flexible schedules.

We noted offer a generous sign on bonus, referral program, and competitive benefits.

PAY RANGE \$15.00 - \$16.50 - depending on related experience and education.

Benefits - Outstanding Benefits Package*

Statement of Nondiscrimination:

Crystal Springs, Inc. does not discriminate in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sex, sexual orientation, sexual preference, veteran status, or any other characteristic protected under the law.

Job Types: Full-time, Part-time Job Types: Full-time, Part-time Pay: \$15.00 - \$16.50 per hour COVID-19 considerations:

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Community Supporter - 1st Shift NEW Rates & Paid Training

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- · Paid training

Community Supporter - Job Summary

This fun and exciting position will routinely provide direct care services in a manner that promotes development of independent and community living skills and an improved quality of life to adults living in residential homes.

Description of Duties:

- · Obtain and maintain Lifeguard and Pool Operator certification
- · Obtain and maintain certification as a Special Olympics coach
- · Maintain and actively participate in the swimming program
- · Coordinate all in-house recreational activities involving varying sized groups with emphasis on gymnasium activities and other outdoor activities

- Develop and implement a plan to maximize use of our playgrounds, gym, tree house, sensory room and other on-grounds recreational facilities.
- · Explore, plan and coordinate community-based recreational opportunities
- Maintain appropriately detailed logs and records for all recreational trips including vehicle travel log, student census, evaluations of activities including such elements as highlights, student participation and responses and augmentative and alternate ideas
- · Maintain an accurate inventory of all recreational equipment and arts and craft supplies
- · Maintain a calendar of recreational events and coordinate all summer recreational schedules, including play schedule
- · Coordinate all religious services for residential students
- · Cooperate and participate in internal investigations
- · Coordinate, train, supervise and evaluate the Recreation Aides
- · Train and reinforce Residential Managers and Counselors in recreation theory and implementation strategies
- · Assist the Residential Manager to coordinate treatment goals with regard to the IEP process for the residents that you service

Requirements:

- · High School diploma or G.E.D. equivalent and / or Bachelor's Degree in related field preferred or experience / specific skills in working with developmentally disabled individuals in a Habilitation/vocational setting.
- · Ability to pass van driving in-service.
- · Ability to maintain and conduct functional life skill, behavioral and therapeutic programs, ability to collect data and maintain records as established within day program

Shift: 35 hours per week, Monday - Friday from 8:00 am - 4:30 pm

Statement of Nondiscrimination

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Job Type: Full-time

Pay: \$15.00 - \$17.00 per hour

Job Type: Full-time

Pay: \$15.00 - \$17.00 per hour

COVID-19 considerations:

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Special Education Teacher - New RATES!

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\$600 Sign-On Bonus

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Essential Functions:

Under the supervision of the Director of Special Education/Lead Teacher, the Special Education Teacher will:

- Develop, coordinate and participate in the implementation of the educational programs for all students in the areas of academics, fine and gross motor skills, language skills, behavioral/social development and activities of daily living (feeding, dressing, personal hygiene, toileting and domestic skills)
- · Monitor the overall educational progress of students in the class
- · Develop the Individualized Educational Plan (IEP) or assist with the development of an IEP for each student in the class

- · Submit all student-related paperwork, including: annual educational summary, annual IEP with goals and objectives, six month reviews, quarterly reports and lesson plan books and attendance roll books
- · Provide supervision and evaluation for classroom teacher aides
- · Provide training to teacher aides, including Curriculum Frameworks
- · Confer with support personnel (i.e., psychology, speech therapy, physical therapy, occupational therapy, living unit, recreation and nursing personnel) in order to provide comprehensive service to each student in the class. Incorporate the goals and recommendations of support services with the daily educational programs

Requirements:

- · Massachusetts Special Needs Teaching License is desired
- · Bachelor's Degree is required
- · Severe Special Needs License is desired
- · Must hold a valid driver's license for at least 6 months and be ready, willing and able to drive the Company's wheelchair and/or mini vans safely according to Massachusetts driving laws
- Each staff member must participate in a minimum of two hours per month in-service training to maintain compliance with state regulations (EEC and DESE) and to further develop the skills necessary for continued employment and advancement

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Job Type: Full-time

Pay: \$47,616.00 - \$55,616.00 per year