



## Open Positions – 5/25/2017

### AIC-D

**Job Developer:** Monday-Thursday 8-4pm and Friday 9-5pm: Conducts job readiness assessments, facilitates job development groups and individual job readiness sessions including on-line job search, outreach to and networking with employers, and transportation to interviews. Bachelor's degree and 2 years related experience. Hourly rate based on experience: \$15.60-\$17.67.

### Grace House

**Client Supervisor:** 4pm-12am Saturday and Sunday. Responsible for filing, data entry, monitoring and supervising clients, providing transportation & clerical tasks as assigned. HS or GED & 1 year related experience. Hourly rate based on experience: \$12.13-\$14.44.

### Next Step Cottage

**Client Supervisor:** 8am-8pm Saturday and Sunday and 4-6pm Tuesday staff meeting. Responsible for monitoring and supervising clients, providing transportation & clerical tasks as assigned. High School or GED & 1 year related experience. Hourly rate based on experience: \$12.13-\$14.44.

### Outpatient Services

**Administrative Assistant I Willimantic & Danielson:** 11-7:30pm Monday, Tuesday & Thursday & 10-7:30 Wednesday in Willimantic and 9am-2pm Friday in Danielson. Responsibilities include: Answering the phones, greeting clients, checking in clients, scheduling appointments, reminder calls to clients, payment collection, data entry, toxicology monitoring and filing. High school diploma or GED and 1 year related experience. Hourly rate based on experience \$12.13-\$14.44.

**Case Manager I part time** – Shelter Outreach: Assist clients in local homeless shelter with obtaining housing, completing documents for entitlements, and providing transportation to treatment services. Ensures all client information is entered into the database. Bachelor's degree or Associate's degree and 1 year related experience required. Bilingual Spanish preferred. Hourly rate based on experience: \$13.60-\$16.19.

### Perception House

**Client Supervisor:** Monday 4-6pm for staff meeting, Wednesday 3-10 (Wed. is negotiable), Saturday & Sunday 4-12am. Responsible for monitoring and supervising clients, providing transportation, clerical tasks as assigned. HS or GED & 1 year related experience. Hourly rate based on experience: \$12.13-\$14.44.

### Risk Reduction Outreach

**Risk Reduction Outreach II:** Monday-Friday 8:30-4:30pm. Duties: presentations on HIV & sex education, promote harm reduction, provide Narcan training, complete HIV and Hep C testing, conduct home visits, assist the syringe exchange program, refer clients to appropriate services, provide follow-up case management. Bachelor's degree and 2 years related experience or Associate's degree and 3 years related experience required. Hourly rate based on experience: \$15.60-\$17.67.

**Resume to Kathleen at Administration. Please specify position.**