

# ~JOB POSTING~

*Friday, May 04, 2012*

*Closing Date for All Postings is  
Thursday, May 10, 2012*

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*As an Affirmative Action-Equal Opportunity Employer, it is CRT's policy to provide any person or group of persons with an equal opportunity for employment that is not based on the grounds of race, color, religion, sex, age, national origin, ancestry, marital status, veteran status or sexual orientation. All interested parties must complete an Application.*

<b>ECE</b>
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**Title:** Health Nutrition Coordinator **\*\*\*\*NEW\*\*\*\***  
**Location:** Unit A-Locust  
**Hours:** 40 hours per week, 52 weeks per year

**Position Summary:**

Provides Health and Nutrition services to families and children of Early Care and Education. Provides staff training when needed, assists with various tasks and maintains reporting on all services provided to children. Checks enrollments files for Px. immunizations, health/nutrition history and maintains files. Assists health/nutrition manager with monthly PIR reports and tracking. Ensures that children and families proper health and nutritional needs are being met.

**Requirements:**

Bachelor's degree in Nutrition/Public Health or a related field. Work experience in Early Care and Education preferred. Valid CT driver's license. Some use of personal vehicle is required

**Title:** Assistant Unit Manager  
**Location:** Units D-Heritage  
**Hours:** 40 hours per week, 41 weeks per year

**Position Summary:** The Assistant Unit Manager assists the Unit Manager in the overall operation of the program; ensures that federal, state, NAEYC standards and CRT policies & procedures are followed.

**Requirements:** Bachelor's degree in Human Service, Early Childhood or related field; minimum of two (2) years of early care and education and some supervisory experience. The ability to establish and maintain effective working relationships with children and families, regardless of race, religion or culture.

**Title:** Family Service Worker  
**Location:** Units A & F  
**Hours:** 40 hours per week, 52 weeks per year

**Position Summary:** The Family Service Worker ensures maximum participation of eligible families in the ECE program by reaching out to and establishing relationships with families. Also facilitates parent involvement by securing social services/resources for families as indicated by the Head Start Performance Standards.

**Requirements:** Bachelor's Degree in Sociology, Psychology, Human Development or related field with at least one year of experience working in social services. Knowledge of Head Start Performance Standards, School Readiness Regulations and social service functions. Knowledge of local and state social service resources, agencies and regulations and knowledge of case management is essential. The ability to establish and maintain effective working relationships with children and families regardless of race, religion or culture, ability to build effective team relationships with co-workers, education staff and other administrative staff of the ECE program is also critical. Good time management, oral and written communication and assertiveness skills; accurate data collection and report writing skills are required. A valid CT driver's license, some use of personal vehicle is required.

**Title:** Teacher  
**Location:** Unit E- Laurel Street Rm. 3 (Pre-School)  
**Hours:** 40 hours per week, 39 weeks per year

**Position Summary:** Provides developmentally appropriate care and education for a group of Infant, Toddler or Preschool children daily, in accordance with principles of early childhood education, Head Start performance standards and CT state licensing regulations.

**Requirements:** Associate's Degree in Early Childhood Education with at least two years classroom experience working with children in a state-licensed program. Equivalent education and experience will be considered. Knowledge of child development and developmentally appropriate teaching practices in the early childhood classroom is essential to this position. Our teacher must also possess a genuine ability to enjoy and appreciate young children and their families (regardless of race, religion, or culture), an ability to guide families to help them maximize their child's development. Ability to work in a team, share and implement ideas/activities for intervention with children/families, good oral and written skills, attention to detail and accuracy in data collection and some supervisory skills will be required. First Aid and CPR Certification is an additional prerequisite. Candidate must be 18 years or older.

**Title:** Teacher Assistant  
**Location:** Unit A- Locust Rm. 103 (Pre-School)  
**Hours:** 40 hours per week, 52 weeks per year

**Title:** Teacher Assistant  
**Location:** Unit A- Locust Rm. 211 (Infant/Toddler)  
**Hours:** 40 hours per week, 52 weeks per year

**Title:** Teacher Assistant  
**Location:** Unit C- Bloomfield Rm. 3 (Pre-School)  
**Hours:** 40 hours per week, 52 weeks per year

**Title:** Teacher Assistant  
**Location:** Unit D- Heritage Rm. 4 (Pre-School)  
**Hours:** 40 hours per week, 39 weeks per year

**Title:** Teacher Assistant  
**Location:** Unit C- T.D. Ritter Rm. 7 (Pre-School)  
**Hours:** 40 hours per week, 52 weeks per year

**Position Summary:** Assists teacher in providing daily developmentally and appropriate care and education for a group of children, in accordance with established principles of early childhood education, Head Start performance standards and CT state licensing regulations.

**Requirements:** 12 credits in ECE, CDA Credential for the Infant, Toddler or Preschool center center-based setting with at least one year experience working with children in a state-licensed program. Equivalent education and experience will be considered. Knowledge of child development and developmentally appropriate teaching practice when working with your children; genuine ability to enjoy and appreciate young children and their families.

## EXECUTIVE

**Title:** Vice President, Administration  
**Location:** 555 Windsor St.  
**Hours:** 35 hours per week

**Position Summary:** The VP of Administration is responsible for the oversight of the operations and administrative departments of the organization, the VP of Administration reports to the President and CEO and ensures that the operational controls, administrative, reporting procedures, and workforce systems effectively support the agency and its programs. Develop and maintain policies, procedures and controls that ensure accurate, efficient and appropriate administrative and programmatic function of the organization. As a member of the Cabinet Team, ensure that the operational and administrative functions of each department is properly aligned with the Agency's programmatic initiatives and overall mission. Develop overall knowledge and understanding of administrative and operational strategies in order to improve performance of direct reports. Coordinates effective functional collaboration and communication between departments. Facilitate problem solving and resolution within functional areas to improve overall Agency workflow. Supervise and coordinate operational and administrative activities specific to IT, Purchasing, Development, Public Relations & Communications, Training, Facilities and Finance. Oversight of the organizational responsibilities for each department as identified. Provide day-to-day leadership, transition initiatives into executable goals, and ensure operational and strategic efficiency. Responsible for the monitoring and attainment of short and long-range planning goals and objectives for each department. Identify, recommend and implement goals and objectives consistent with Agency's mission. Report to senior management on operational affairs. Represent the President at community meetings, including but not limited to Task Force, Commissions and evening events.

**Requirements:** Bachelor's degree in Business Administration, Accounting, or related field. Master's preferred. At least seven (7) years of directly related work experience at a senior level, or an equivalent combination of education, training, and experience. General operational management experience of a medium to large non-profit service organization. Comprehension of and ability to manage highly complex organizational structures and systems. Exceptional oral and written communication skills. Ability to relate to a diverse population by adapting interpersonal styles as needed. Ability to effectively balance multiple priorities simultaneously. Proven strong project management capability and experience. Discretion and highest degree of confidentiality and tact.

## FACILITIES

**Title:** Custodian                      **2 positions**  
**Location:** 555 Windsor St.  
**Hours:** 1 per diem  
1 M-F 11:00a.m.- 7:30p.m -8 hours with 30 minute unpaid break

**Position Summary:** Responsible for general cleaning and care of CRT facilities. Sweeps floor and stairs daily. Removes trash to designated receptacles. Disinfects toilet bowls, wash basins, drinking fountains, etc. Keeps soap, towel and toilet tissue dispensers filled. Checks and locks all windows and doors when leaving the building. Reports all damaged to Supervisor. Mops, waxes and polishes floors weekly. Wash windowsills and spot clean walls, cabinets and other surfaces, weekly. Completes required checklists and paperwork.

**Requirements:** High school diploma is recommended. Must have one (1) years of experience as a custodian. Ability to operate cleaning tools, be reliable and responsible. Valid Connecticut driver's license preferred.

**Title:** Craftsman II

**Location:** 555 Windsor St.  
**Hours:** 40 hours per week

**Position Summary:** Maintains CRT's leased and owned building structures performing various types of repairs including carpentry, electrical and plumbing as assigned. Responsible for all facets of repair and carpentry work at all CRT sites. Responsible for the purchase of repair parts, tools, and supplies as needed for each individual job. Prioritize assignments and complete tasks independently. Provide daily feedback of tasks completed to Facilities Management for tracking purposes. Replace and discard burned out electric light bulbs and tubes as requested. Works with other facilities staff at CRT locations when needed. Works Saturdays, Sundays, and holidays when requested. Signing CRT vehicles "in and out" as needed to service and complete work orders at Agency sites as assigned.

**Requirements:** A minimum of (5) years' experience in carpentry. Some electrical and plumbing skills are also required. Knowledge of blueprint and construction specifications. Knowledge of methods, materials and equipment used in building maintenance and repair; ability to perform moderately heavy manual work, ability to understand and follow oral and written instructions, ability to establish and maintain working relationships with other employees and the general public. Valid Connecticut driver's license required. At times employees may have to use their personal vehicle if the regular Agency vehicle is not available. Employees will be paid the standard mileage rate whenever a personal vehicle is used.

## FORENSIC SERVICES

**Title:** Resident Advisor – Fresh Start  
**Location:** 17 Essex St., Hartford  
**Hours:** per diem

**Position Summary:** The staff members are responsible for maintaining the safe and orderly operation of the facility and monitoring all client activities internally and externally. Maintain security of the facility and clients. Conduct house counts and security rounds. Responsible for assisting the clients in the preparation of daily meals. Monitor all client activities within the facility and the community. Collect, test and document all urine surveillance. Complete intake, assessment, referral and service delivery where appropriate. Counsel client population. Ensure client compliance and instill disciplinary policy as needed. Perform community work crew supervision.

**Requirements:** Associate's degree and related experience; education may be substituted with experience on a year-by-year basis. At least two years of responsible employment experience in the area of Social Work, Criminal Justice and/or related field. Knowledge of criminal justice and court system. Ability to interact with a diverse population. Knowledge of substance abuse and women's issues, particular sexual abuse helpful. Excellent communication skills, written and oral, are required. Bilingual preferred. Must be available evenings, weekends, holidays and other shifts as assigned. There are no "permanent" schedules in the Criminal Justice department. Schedules may be changed at any time to accommodate program needs. A medical and/or physical examination, including a TB vaccination will be required prior to appointment.

**Title:** Outreach Worker  
**Location:** Throughout the Greater Hartford Area  
**Hours:** 35 hours per week  
Monday – Friday 8:00-4:00 or 10:00 – 6:00

**Position Summary:** The incumbent will conduct outreach to homeless veterans throughout the State of Connecticut. Outreach will take place in a variety of settings including, but not limited to shelters, VA clinics & drop-in centers, soup kitchens, and other community locations. Identify and provide outreach and engagement functions to homeless veterans in the community. Identify veterans in need of case management and/or other outreach engagement services and link them with available services. Complete an initial interview and assessment of individual needs. Maintain client records in accordance with documentation requirements and standards. Facilitate referrals to VA Clinics and community support services. Ability to interact with homeless veterans and develop trusting relationships. Must have a solid

understanding of the dynamics of homelessness. Must have good interviewing skills. Knowledge and ability to offer strength-based case management. Ability to function independently in a community setting. Must have the ability to decide what presenting conditions are of priority. Must be able to plan and organize assigned duties. Ability to establish good working relationships with VA staff and community agencies. Ability to work with a multi-disciplinary team. Must be able to engage homeless veterans in a variety of community settings. Ability to assist the veteran through bureaucracies to obtain needed services. Ability to set therapeutic boundaries with clients. Represent agency/program at appropriate community groups and coalitions. Assist in the preparation of demographic and other funder reports relative to client services. Participate in case management team meetings.

**Requirements:** Bachelor's degree plus two years' experience providing direct client services to a population experiencing substance abuse, homelessness and/or mental illness. Experience working with veteran population strongly preferred. Education may be substituted with experience on a year-by-year basis. Must have own, reliable transportation and maintain a valid State of Connecticut driver's license.

<b>HOUSING SERVICES</b>
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***TITLE:*** ***Case Manager*** ***\*\*\*NEW\*\*\****  
***Location:*** ***McKinney Shelter*** – 34 Huyshope St., Hartford  
***Hours:*** Monday – Friday – Flexible shifts between 7:00 am – 8:00 pm  
(Some weekends required)

**Position Summary:** Responsible for the provision of case management services through mandatory case management policy or length of stay policy. Assists supervisor in coordination of services and development of community linkages. Identify and provide outreach and engagement functions to shelter residents with mental health, addiction and co-occurring disorders including identification of behavioral health concerns, education of residents in group and individual modalities, and assistance in gaining access to needed areas in the behavioral health system. Identify clients in need of case management and/or other outreach engagement services and link clients with these services. Develop comprehensive assessments (intakes) for clients eligible for services at CRMHC, present clients for disposition for CRMHC services. Carry caseload of 25 to 35 clients. Provide assessment, service plan development, referral and monitoring for clients on caseload. Represent shelter at appropriate community groups and coalitions with the Program Manager. Attend staff meetings, assist with residential supervision during crisis or when needed. Coordinate case assignment and monitor mandatory case management systems with Supervisor. Maintain client records in accordance with documentation requirements and standards. Assist in the preparation of demographic and other funder reports relative to client services. Take part in house meetings; conduct review committee and case management team meetings. Maintain communication with residential staff relative to individual client issues. Maintain appropriate communication, relative to residential services.

**Requirements:** Bachelor's degree in Social Work, with two (2) years of experience. Provide direct services to clients; provide staff supervision in social services and understanding issues relating to substance abuse and mental illness. Must have experience working with HIV/Aids Clients. Must be bilingual English/Spanish.

***TITLE:*** ***Case Manager***  
***Location:*** ***McKinney Shelter*** – 34 Huyshope St., Hartford  
***Hours:*** Monday – Friday – Flexible shifts between 7:00 am – 8:00 pm  
(Some weekends required)

**Position Summary:** Responsible for the provision of case management services through mandatory case management policy or length of stay policy. Assists supervisor in coordination of services and development of community linkages. Identify and provide outreach and engagement functions to shelter residents with mental health, addiction and co-occurring disorders including identification of behavioral health concerns, education of residents in group and individual modalities, and assistance in gaining access to needed areas in the behavioral health system. Identify clients in need of case management and/or other outreach engagement services and link clients with these services. Develop comprehensive assessments (intakes) for clients eligible for services at CRMHC, present clients for disposition for CRMHC services. Carry caseload of 25 to 35 clients. Provide assessment, service plan development, referral and monitoring for



to maintain and organize files and records. Must have computer and word processing skills including knowledge of computer programs such as Word, Excel. Ability to type accurately, at least 50 wpm. Must have good oral and written skills. Superior customer service skills, time management skills and the ability to multi-task, follow directions, and quickly learn new tasks, are essential. Also essential to this position is the ability to maintain a professional relationship with staff, co-workers and the public. Bilingual (English/Spanish) desired.

## INFORMATION TECHNOLOGY

**Title:** Help Desk II  
**Location:** 555 Windsor St., Hartford, CT  
**Hours:** 35 hours per week

**Position Summary:** Under direct supervision, the purpose of the position is to provide basic network, hardware and software support. Work requires general to semi-specialized knowledge of the applications functions (including CRT business applications), capabilities, requirements, and technical support needs. Employees in this classification respond to client requests, plan for application modifications/upgrades, and coordinate application user and technical support activities. Performs related work as directed. Conducts basic hardware/software and network troubleshooting, through telephone contact or on-site visits; provides support within the scope of knowledge and abilities, or directs such to appropriate entities. Ascertains and carries out user/client requirements and requests for information, systems support, or system reports. Coordinates installation of upgrades of new and existing applications. Prepares and maintains documentation concerning system operations, system training, and applicable policies and procedures. Communicates equipment, system or performance issues to appropriate personnel; performs follow up to ensure issues are resolved. Provide primary and secondary support and training for identified departments as it relates to agency software applications. Complete projects as assigned.

**Qualifications:** Minimum education of a High School diploma or equivalent GED, supplemented by experience in client/server systems and network support; or an equivalent combination of education, training, and experience. Knowledge of Asset Management or Tracking System, Hardware and Network Troubleshooting, Active Directory, Windows 2003/2008 Server, Microsoft Exchange / Outlook 2007, Terminal Services, Microsoft Office 2003/2007, Windows 2000 and XP. A+, Network + and /or Microsoft Certifications preferred. Experience with Vmware a plus.

## NUTRITION

**Title:** Home Care Aide  
**Location:** 555 Windsor St.  
**Hours:** Part-time 20 hours per week

**Position Summary:** Work on hot and cold line preparing and readying meals so that they can be distributed throughout the community. Get bread bagged and ready for daily count. Assist with food and vegetable cutting. Package and seal meals for distribution. Clean kitchen and other areas that need to be cleaned at the end of each day. Performs all other duties as assigned.

**Requirements:** High school diploma with at least one (1) year of training working in food service or related field..

## PLANNING

**Title:** Budget Analyst \*\*\*NEW\*\*\*  
**Location:** 555 Windsor St.  
**Hours:** 35 Hours per Week

**Position Summary:** Provides technical/financial services and assistance to Planning department staff and other professional/managerial individuals on a routine and as needed basis. Assists in the preparation of financial and related documents for both renewal grants and new grant applications. Researches budget line items' history and detail. Create internal budgets and review budgets (internal and funder forms). Formulate budget projections and make recommendations to managers for adjustments and improvement of allocation plans. Review and prepare budget modifications and requested revisions to efficiently use all funds before the program fiscal/contract year period ends. Conduct budget analysis in preparation of completing budget revisions and/or developing a refunding budget. Verify all budget costs (salary, fringe, occupancy and line items) against payroll and finance records. Coordinate with planners and/or program staff to ensure that internal budgets (new, refunding, and/or budget revisions) are balanced prior to submitting to the budget manager. Review and process requests for personnel action forms. Assist the Finance Department with budget postings. Performs all other duties as assigned.

**Requirements:** Bachelor's Degree or equivalent from a four year college or technical school. A minimum of two years of related accounting experience. Budget experience with a medium to large non-profit service organization strongly preferred.

<b>THE RETREAT</b>
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**Title:** Community Coordinator      **1 position**  
**Location:** 90 Retreat Ave., Hartford  
**Hours:** 2<sup>nd</sup> shift 4:00 p.m. to Midnight Saturday and Sunday every weekend

**Position Summary:** Accountable for providing basic security services designed to ensure the control and safety of clients, employees and the visiting public. Enforces regulations relating to personal behavior, parking and traffic control on the property. Directs and gives information and assistance to visitors. Responds to members' emergency alert calls on off hours. Guards entrances and exits to prevent trespassing, vandalism, theft and other violations. Performs routine security patrols and monitors security and alarm systems to detect theft and other criminal acts. Provides security escorts. Performs dispatching and record keeping functions at a desk post. May assist in searching for missing members, may assist in fire prevention and firefighting activities, may oversee the activities of fellow officers as designated. Assists in maintaining order among members and employees. Main contact for information if outside law enforcement support is required. Perform related duties as assigned.

**Requirements:** Interpersonal skill; communication skill; ability to think and act quickly with judgment and discretion. Prior security experience strongly desired. Candidates must be in good health and must have and retain sufficient physical strength to perform the duties of the position. Applicants may be required to pass a physical examination.