

~JOB POSTING~

Friday, January 27, 2012

*Closing Date for All Postings is
Thursday, February 2, 2012*

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.

BEHAVIORAL HEALTH

Title: Clinician I **3 positions**
Location and Hours: 300 Sheldon St. - Part-time 19 hours per week
330 Market St. - Temporary - 40 hours per week
17 Essex St. - full-time 35 hours per week

Position Summary: In a behavioral health treatment program, provides specialized group and/or one on one counseling services. Provides counseling services to mentally ill, alcohol dependent and/or homeless AIDS/HIV positive client population. Assesses clients in order to formulate treatment needs. Orients new patients to treatment program. Participates in treatment planning and individual and/or group counseling. Provides crisis intervention services in response to emotional and/or physical distress. Ensures adherence to infection control practices. Conducts census checks and monitors clients' special diets. Makes referrals to outside programs for medical and/or psychological intervention. Collects urine for drug screening.

Requirements: Three years' experience of clinical work with similar client population in both individual and group settings. License requirements and/or working toward LCSW, LADC, LMFT, LPC, as required by specific program. A medical and/or physical examination, including a TB vaccination, will be required prior to appointment.

COMMUNITY SERVICES

Title: Call Center Representative
Location: 395 Wethersfield Ave.
Hours: 8 – 3:30 or 8:30 – 4pm w/ ½ hour lunch **Seasonal**

Position Summary: In a call center, responsible for answering phones in response to customer inquiries, processing fuel authorizations, scheduling appointments. Answer phones and respond to customer requests in a timely manner, provide customers with service information, refer customers to appropriate program or departmental staff, place customer fuel orders into system, complete call logs and reports, setting appointments with customers for intake and assist with on-the-job training for new Call Center Representatives.

Requirements: Must have a high school diploma or GED and one to two years office experience. Must be able to multitask, be well organized, have a pleasant telephone demeanor, be proficient on office equipment, Microsoft Word and Excel, and have data entry skills. Must be able to type at least 45-50 wpm. Previous call center experience highly desirable.

Title: Intake Specialist Multiple Positions ****NEW****
Location: 395 Wethersfield Avenue
Hours: 40 hours per week Temporary positions

Position Summary: We are currently seeking Intake Specialists to assist in delivery of our Energy Assistance program. These are temporary positions and **may** require early evening and Saturday morning availability. Successful candidates will collect demographic data, prescreen potential eligibility for CRT, DSS or other community organizations; handle phone inquiries and assist customers with application process, certify eligibility, provide information and referral for other service needs; facilitate customer access to community resources, including but not limited to food, housing, clothing, school programs, vocational opportunities or services, providers to teach life skills, relevant mental health services; establishes customer contacts through outreach strategies; and assist customers with utilization of center technology.

Qualifications: High School Diploma or GED required. Two (2) years of customer service or technical level experience working in the area of social services. Must be proficient in Microsoft Word and Excel. Must have data entry experience. Must be able to multitask and have pleasant phone demeanor. Must be able to work independently in a fast-paced environment, as well as in a team environment.

Title: Case Manager I
Location: 1229 Albany Ave., Hartford
Hours: 35 hours per week

Position Summary: Based on CRT's Steps to Success model, the Case Manager is responsible for the coordination of supervision, intake, referral and discharge of customers. Daily monitoring of customer contacts and activities is a primary responsibility. Case Manager conducts assessments of customer needs and coordinates referrals to Community Renewal Team programs and initiatives, as well as to other community resources. Complete Intake Application on customer within CAPTAIN System. Interview customers on and/or off site as required. Assess and evaluate customer needs based on the Outcome Scale Matrix (OSM) Questionnaire and Summary Matrix. Develop Individualized Service Plans, (ISP), for each customer that incorporates all special needs and outlines both short and long term goals. Coordinate customer referrals with social service system and other community support services. Monitor and document customer progress and adherence to Individualized Program including daily case file entries and/or possibly urinalysis collection if applicable. Provide reports to referring agencies including, but not limited to, progress reports, discharge summaries, aftercare plans and special reports. Provide individual counseling and facilitate groups. Provide community service work crew supervision if applicable. Ensure all intake information is, if required by program, accurately entered into CAPTAIN and/or other systems as required. Collects demographic data, conducts pre-screening and assesses potential eligibility for CRT, DSS or other community-based resources. Facilitates information and referral services and documents outcomes resulting from such referrals. Facilitates customer access to community resources, including, but not limited to food, housing, clothing, school programs, vocational opportunities or services, life skills training and relevant mental health services. Maintains a caseload of customers in need of intensive case management or multiple service needs. Follow-up every 3 months or as needed. Maintain customer file and information according to standards. Conducts home visits as needed.

Requirements: Associate's degree in Human Services, Criminal Justice, Social Work or related field, or responsible employment experience of at least three to five (3 to 5) years in Criminal Justice, Social Work or related field. Education may be substituted with experience on a year-by-year basis. Knowledge of Human Services, Criminal Justice and the Court systems is preferred. Knowledge of substance abuse and target population helpful. Counseling background preferred. Ability to interact with people of diverse backgrounds required. Ability to communicate effectively. Ability to compile written reports and maintain case notes. Must be available to work evenings, weekends, holidays and other shifts as necessary. Schedules may be changed at any time to accommodate program needs. A medical and/or physical

examination, including a TB vaccination may be required prior to appointment based on program requirements. Bi-lingual English/Spanish required.

ECE

Title: Teacher Positions ****NEW***
Location: Unit A- Locust Rm. 207 (Pre-School)
Hours: 40 hours per week, 52 weeks per year

Title: Teacher
Location: Unit A- Locust Rm. 301 (Infant/Toddler)
Hours: 40 hours per week, 52 weeks per year

Title: Teacher
Location: Windsor 114 Palisado Rm. 2 (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.

Title: Teacher Assistant Positions ****NEW***
Location: Unit B-170 Douglas Rm. 211 (Pre-school)
Hours: 40 hours per week, 52 weeks per year

Title: Teacher Assistant Positions ****NEW***
Location: Unit B-170 Douglas Rm. 2 (Pre-school)
Hours: 40 hours per week, 52 weeks per year

Title: Teacher Assistant
Location: Unit C- T.D. Ritter Rm. 6 (Pre- school)
Hours: 40 hours per week, 39 weeks per year

Title: Teacher Assistant
Location: Unit C- T.D. Ritter Rm. 2 (Pre- school)
Hours: 40 hours per week, 52 weeks per year

Title: Teacher Assistant
Location: Unit C- Clark RM D1 (Pre-school)
Hours: 40 hours per week, 39 weeks per year

Title: Teacher Assistant
Location: Unit C- Bloomfield Rm. 1 (Pre-school)
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: Floater Teacher Assistant
Location: Unit C- T.D. Ritter (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.

Must be able to take directions well, work as a team member and divide food according to the classroom attendance. Must have a current physical and negative TB test. Must be proficient in the use of computer programs such as Excel, Word, and QuickBooks, etc. Must have good oral and written skills and mathematical ability to compute and record fee information. Bilingual (English and Spanish) required. Ability to maintain files and records and to quickly learn assigned tasks. Also essential to this position is the ability to maintain a professional relationship with parents, staff, co-workers and the public.

FACILITIES

Title: Custodian
Location: 555 Windsor St.
Hours: per diem

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: Garage Attendant
Location: 555 Windsor St., Hartford
Hours: 7:00 a.m. to 3:30 p.m. Mon-Fri.

Position Summary: Oversee garaging of CRT fleet vehicles and maintains daily/weekly records on fleet use. Opens garage daily, checks and records mileage, check drivers' license, approval for use of vehicle, records renewal date and signs out vehicles. Checks returned vehicles for repair, maintenance needs, review completed mileage forms and users against actual vehicle mileage. Notifies appropriate vehicle service agency of repair needs. Sees repairs are carried out, maintains records on repair needs and repair work completed. Insures inspections and registrations are done in a timely manner. Maintains records on inspections and vehicle registration. Wash a minimum of two vehicles per day. Completes required checklist and paperwork.

Requirements: High school diploma with experience as garage mechanic preferred. Must have clean Connecticut's driver's license record.

Title: Security Guard
Location: 330 Market St., Hartford
Hours: part-time 17 hours per week

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 property. Directs and gives information and assistance to visitors. Guards entrances and exits to prevent trespass, vandalism, theft and other violations. Performs routine security patrols. Provides security escorts. Performs dispatching and record keeping functions at a desk

post. May assist in fire prevention and firefighting activities, may oversee the activities of fellow officers as designated performs related duties as required. Assists in maintaining order among clients and employees. Main contact for information if outside law enforcement support is required. Assist the reception in the lobby area and with day to day parking issues. Assist with front desk phone in the absence of the receptionist. Must be willing to travel to other CRT sites for various assignments as requested.

Requirements: Must possess a certificate for a Security "Guard Card". Interpersonal skill, communication skill and ability to think and act quickly with judgment and discretion. Any experience or training, which would provide the skills and abilities indicated above but preferably related experience in security operations. Must have a valid Driver's License. Candidates must be in good health; candidates must have and retain sufficient physical strength, to perform the duties of the position. Bilingual preferred.

FINANCE

Title: Finance Information Specialist
Location: 555 Windsor St.
Hours: 35 hours per week

Position Summary: Under direct supervision of the CFO, the Accounting Technician will provide technology support to the Accounting Department. The position will facilitate the transfer of accounting data between systems, assist less technologically-capable staff, and develop reports to provide timely and accurate financial information. Ensure data integrity while exporting from and importing to accounting and related systems. Assist accounting staff in the development and improvement of Excel spreadsheets to permit them to more effectively manage their information. Develop & test production and add-hoc reports using tools such as Crystal and Cognos 8. Administer the department's financial applications including security, maintenance and upgrades. Work independently and also with software support departments and CRT's IT department to resolve accounting system problems. Advise the Senior Accountant about opportunities to enhance existing systems & processes with technology solutions. Utilize effective communication skills to align customer needs with solutions.

Requirements: Bachelor's degree required - major in Accounting, Business Administration with an emphasis in Accounting or Computer Science with a minor in Accounting or a similar combination. Three years of related experience that includes the use of high-level technology tools to support / enhance business systems. Business experience with proven proficiency in Excel, SQL query and report writing tools, such as Cognos 8. Must have excellent oral and written communication skills, analytical and problem-solving skills, as well as effective customer support skills.

FORENSIC SERVICES

Title: Case Manager II
Location: position covering Southern CT
Hours: 35 hours per week

Position Summary: Based on CRT's Steps to Success model, the Case Manager is responsible for the coordination of supervision, intake, referral and discharge of customers. Daily monitoring of customer contacts and activities is a primary responsibility. Case Manager conducts assessments of customer needs and coordinates referrals to Community Renewal Team programs and initiatives, as well as to other community resources that conduct case management services. Complete Universal Intake forms. Interview customers on and/or off site as required. Assess and evaluate customer needs based on the Self Sufficiency Matrix (SSM). Develop Individualized Service Plans, (ISP), for each customer that incorporates all special needs. Coordinate customer referrals with social service system and other community support services. Monitor and document customer progress and adherence to Individualized Program including daily case file entries and/or possibly urinalysis collection if applicable. Provide reports to referring agencies including, but not limited to, progress reports, discharge summaries, aftercare plans and special

reports. Provide individual counseling and facilitate groups. Provide community service work crew supervision. Ensure all intake information is, if required by program, accurately entered into CAPTAIN and/or HMIS. Collects demographic data, conducts pre-screening and assesses potential eligibility for CRT, DSS or other community-based resources. Facilitates information and referral services and documents outcomes resulting from such referrals. Facilitates customer access to community resources, including but not limited to, food, housing, clothing, school programs, vocational opportunities or services, life skills training and relevant mental health services. Maintains a caseload of customers in need of intensive case management or multiple service needs. Follow-up every 3 months or as identified by referral.

Requirements: Associate's degree in Human Services, Criminal Justice, Social Work or related field, or responsible employment experience of at least three years in Criminal Justice, Social Work or related field. Education may be substituted with experience on a year-by-year basis. Knowledge of Human Services, Criminal Justice and the Court systems is preferred. Knowledge of substance abuse and target population helpful. Counseling background preferred. Ability to interact with people of diverse backgrounds required. Ability to communicate effectively. Ability to compile written reports and maintain case notes. Must be available to work evenings, weekends, holidays and other shifts as assigned. Schedules may be changed at any time to accommodate program needs. A medical and/or physical examination, including a TB vaccination may be required prior to appointment based on program requirements. In-state travel required, must provide own, reliable transportation. Mileage reimbursement available. Experience working with the Veteran population and/or with the homeless and knowledge of HMIS data collection is highly desirable.

Title: Resident Advisor
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.

HOUSING SERVICES

Title: Residential Aide
Location: East Hartford Shelter – 385 Main St. E. Hartford
Hours: Per diem

Position Summary: Provide services of safety and security to all residents and staff at the shelter. Provide guidance in personal hygiene and maintain client personal hygiene supplies. Assists with admissions/intake procedures by providing security and illness/injury intoxication screening. Distribute medication and coordinate medical transportation. Provide surveillance of client population to prevent disruptive behavior. Make hourly rounds inside shelter as well as outside and maintain hourly logs. May assist in the preparation and serving of lunch and dinner. Record all necessary information including log

entries, incident reports, demographic reports and bed rosters. Attend weekly case management team meetings. Communicate with Probation Offices. Participate in conduct review committee. Engage with clients give words of encouragement and inspiration while they are at their lowest point of life. Dissolve physical confrontations. Supervise activities of client population who are at times intoxicated and potentially violent. Risk of exposure to Tuberculosis and other contagious diseases. Risk of exposure to blood borne pathogens.

Requirements: High school diploma or Associate's degree in the human service field. Candidate must have one (1) year of experience in related field. Must be knowledgeable in mental health and substance abuse, have excellent written and oral communication skills and working with the homeless population. Non-violent Crisis Intervention, CPR and Community First Aid and Safety license is required. A medical and/or physical examination, including a Tuberculin test is required prior to appointment.

THE MEADOWS

Title: Groundskeeper
Location: 555 Windsor St.
Hours: per diem

Position Summary: Responsible for landscaping, snow removal, general maintenance and care of all CRT properties. Perform seasonal landscaping, snow removal and general maintenance duties including leaf raking, mulch replacement, composition seeding, aeration of turf, mowing and snow removal. Clean drains and gutters. Maintain equipment and tools needed to perform daily tasks. Hand water and monitor irrigation of plantings especially during time of establishment and drought. Clean up litter. Operates grounds equipment, maintenance and custodial accomplishing the job in an efficient manner. Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion. Prepares grounds (e.g. fertilizes soil, courtyards, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.

Requirements: Minimum one year's experience in lawn care or similar grounds work, snow removal and general maintenance. Ability to lift 50 pounds. Must be in good physical health. Most common physical activities to include walking, standing, kneeling, crouching, bending, reaching, balancing, crawling and sitting. Must be reliable and responsible. 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 drivers' license may be required dependent upon assigned duties.

NUTRITION

Title: Homecare Aide
Location: 555 Windsor St.
Hours: 37.5 hours per week

Position Summary: Work on hot and cold line preparing and readying meals so that they can be distributed for delivery 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..

Title: Substitute Driver
Location: 555 Windsor St.
Hours: per diem

Position Summary: Responsible for the transportation of foods and supplies to various nutrition sites, Head-Start centers and meal on wheels clients. Learns and is able to complete all runs at a satisfactory level. Delivers prepared meals on a daily basis to various nutrition sites and head start centers and meals on wheels clients served by CRT. Receives food containers from kitchen area and/or meals on wheels, transports and loads onto vehicle. Checks to determine that all foods items are accounted for and are properly labeled. Maintain roster of deliveries. Returns empty containers and/or trays to kitchen wash room at the end of route, before taking break. Responsible for the cleanliness of vehicle used to deliver, which includes both the interior and exterior at all times. Periodically check tires, oil, radiator and gas, notifying supervisor of major automotive repairs as needed. Secures vehicle at end of route by parking vehicle in designated location and safely securing keys.

Requirements: High school graduate or GED with at least one (1) year of experience working in a delivery environment. Valid driver's license and good driving record and be able to clear a five (5) year criminal background check. Ability to drive trucks safely under local driving conditions. ***Must be available for a 4 hour shift Monday – Friday between the hours of 8:30 a.m. and 2:00 p.m.***

THE RETREAT

Title: Community Coordinator
Location: 90 Retreat Ave., Hartford
Hours: per diem

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.

Title: Housekeeping Coordinator
Location: 90 Retreat Ave., Hartford
Hours: 37.5 hours per week M-F with some evenings and weekends required as needed

Position Summary: Are you the type of person who walks into a room and without trying quickly see all the imperfections? Do dusty tables, crooked pictures, fingerprints on glass and small cob webs bother you? If so this may be the right position for you. The Retreat Assisted Living, owned and operated by the Community Renewal Team, is actively seeking a unique person to become our new Housekeeper Coordinator. This new role is fully responsible for the overall appearance of our community's building and grounds. This is a hands-on position working alongside our housekeeping team to coach and teach best cleaning practices. This individual is considered a lead housekeeper who mentors others through one-on-one trainings, setting daily assignments for our other housekeepers, porter and for him/herself. This person conducts weekly inspections and daily rounds to ensure the building and grounds always look as they should. This is a

good position for an individual with strong cleaning skills who is ready to be a leader of a team (hotel or healthcare facility experience preferred).

Requirements: High school diploma desired with up to six months of experience in the housekeeping supervision field.