



Eihab Human Services

Assistant Program Coordinator

Coordinates delivery of services with Day Habilitation Program Services; parents of those living at home. Assist in the developmental of individual team productivity, allocates resources and staff. Monitor and supervise Day Habilitation Client Coordinators and Direct Care Worker. Conduct staff meeting as needed with Field Supervisor, Direct Care staff and Client Coordinators. Review all paperwork prepared by the Client Coordinators on a regular basis. Responsible for evaluating the staff's performance and writing and communicating performance related issues. Conduct monthly staff meeting with Day Habilitation Staff. Establish procedure and protocol for the integration of special services in the Day Habilitation program. Consult and collaborate issues impacting the facility.

Position Location: Brooklyn Day Hab Program

Requirements: A minimum of an Associates Degree or 5 years working in the Human Services field.

Status: Monday –Friday 9am-5pm, **Status: FT, Exempt, Driver position**

Assistant Residence Manager

Required to review all food requisitions, and maintain inventory. Ensure all food noted on the menu is available for the consumers at all times. Must meet with the Dietician on a monthly basis, in order to assure consumer nutritional needs are met. Ensure that consumer body weights are taken weekly, and data is maintained. Ensure that resident's daily goals are conducted and data is appropriately maintained. Ensure that behavioral goals are implemented, and data is properly maintained. Ensure that residence vehicles are maintained, and travel log documented. Responsible for researching options for recreational activities, and present them to the consumers prior to weekly consumer meetings. Devise and post monthly recreational calendar. Provide specific times for departure and return, and note addresses, and driving directions. Provide staff (Direct Care) coverage in the event of shortage. Meet with the Registered Nurse weekly, schedule consumer medical, dental, psychiatric, and all other clinical appointments, as needed.

Position Location: 145th Residence

Requirements: Bachelor's Degree in Social Services preferred. Three years' work in human services required. Experience working with persons coping with mental health conditions required. Supervisory skills required.

New York State driver's license required **Status: FT, Exempt, Driver position**

Assistant Residence Manager

Required to review all food requisitions, and maintain inventory. Ensure all food noted on the menu is available for the consumers at all times. Must meet with the Dietician on a monthly basis, in order to assure consumer nutritional needs are met. Ensure that consumer body weights are taken weekly, and data is maintained. Ensure that resident's daily goals are conducted and data is appropriately maintained. Ensure that behavioral goals are implemented, and data is properly maintained. Ensure that residence vehicles are maintained, and travel log documented. Responsible for researching options for recreational activities, and present them to the consumers prior to weekly consumer meetings. Devise and post monthly recreational calendar. Provide specific times for departure and return, and note addresses, and driving directions. Provide staff (Direct Care) coverage in the event of shortage. Meet with the Registered Nurse weekly, schedule consumer medical, dental, psychiatric, and all other clinical appointments, as needed.

Position Location: 109 Pilling Residence

Requirements: Bachelor's Degree in Social Services preferred. Three years' work in human services required. Experience working with persons coping with mental health conditions required. Supervisory skills required.

New York State driver's license required **Status: FT, Exempt, Driver position**

Assistant Residence Manager

Required to review all food requisitions, and maintain inventory. Ensure all food noted on the menu is available for the consumers at all times. Must meet with the Dietician on a monthly basis, in order to assure consumer nutritional needs are met. Ensure that consumer body weights are taken weekly, and data is maintained. Ensure that resident's daily goals are conducted and data is appropriately maintained. Ensure that behavioral goals are implemented, and data is properly maintained. Ensure that residence vehicles are maintained, and travel log documented. Responsible for researching options for recreational activities, and present them to the consumers prior to weekly consumer meetings. Devise and post monthly recreational calendar. Provide specific times for departure and return, and note addresses, and driving directions. Provide staff (Direct Care) coverage in the event of shortage. Meet with the Registered Nurse weekly, schedule consumer medical, dental, psychiatric, and all other clinical appointments, as needed.

Position Location: Canarsie Residence

Requirements: Bachelor's Degree in Social Services preferred. Three years' work in human services required. Experience working with persons coping with mental health conditions required. Supervisory skills required. New York State driver's license required **Status: FT, Exempt, Driver position**

Day Habilitation Client Coordinator

Subordinate to the Day Habilitation Program Coordinator; ensures that all the paperwork for the consumer's assigned is completed on time and is maintained up-to-date for auditing purposes. Schedule fire drills, and emergency evacuation drills for each Day Hab participant, chart progress, and maintain records. Develop goals for the consumer, ensure consumer's progress, review such progress daily, and trend consumer progress data on a monthly basis, documenting all outcomes and make appropriate recommendations. Responsible to assist in the consumer and his or her advocate in obtaining all services outlined in the Day Hab Plan. Responsible to complete monthly progress notes for all participating consumers.

Position Location: Springfield Day Habilitation

Requirements: Bachelors degree in the Human Services related field, with one (1) year of related work experience, Associated degree, with (5) years of related work experience or a High School Diploma/GED, with 10 years of work experience with the developmentally disabled community. SCIP, AMAP, and CPR/First Aid certifications preferred and Familiarity with OPWDD regulations.

Status: Monday –Friday 9am-5pm, **Status: F/T, Exempt, Driver position**

Medical Coordinator

Provide staff (Direct Care) coverage in the event of shortage. Meet with the Registered Nurse weekly, schedule consumer medical, dental, psychiatric, and all other clinical appointments, as needed. Ensure all recommended follow-ups occur, as noted on clinical summaries. Ensure that all prescribed consumer medication stock is maintained and stored properly. Ensure that all First Aide, and personal hygiene supplies are available at all times and their inventory maintained. Must ensure that all consumer medications are administered as prescribed, and Medication Administration Records are accurately documented. Must ensure that bagged lunches and snacks brought into the community are appropriate to the consumer menus. Comply with all other duties which may be assigned by the Manager or Director. Must accompany consumers on medical appointments in the community. Other duties as assigned.

Position Location: 145th IRA

Requirements: Superior communication skills are required. High School Diploma. Must have an unrestricted New York State Driver's License. **Status: Status: FT, Exempt, Driver position**

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Springfield 31

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Sunday-Wednesday 12AM- 10AM F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Springfield 31

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Tuesday - Saturday 4pm-12AM F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Springfield 35

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Sunday -Thursday 3pm – 11PM F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Springfield 35

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Thursday- Saturday 12AM – 10AM/Sunday 10am-4pm F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Rockaway

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Sunday – Wednesday 12AM – 10AM F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Rockaway

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Friday – Monday 4PM – 12AM F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: APT 2C

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Tuesday, Wednesday & Saturday 3PM-11PM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: APT 2C

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Saturday & Sunday 2PM-11PM; Monday 3PM - 11PM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: APT 2E

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Saturday & Sunday 8AM- 2PM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: 125th IRA

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Sunday-Monday 3-pm- 11 PM/ Thursday-Saturday 3PM-11PM F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: 125th IRA

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Sunday-Thursday 8AM- 3PM F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: 125th IRA

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Sunday-Thursday 3PM- 11PM F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: 109 Pilling

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Friday & Saturday 4PM-12AM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Woodhaven

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Saturday & Sunday 9AM - 3PM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Woodhaven

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Tuesday – Saturday 3PM - 11PM F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Chauncey

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Sunday, Monday, Thursday, Saturday 3PM-11PM & Friday 4PM – 12AM F/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Chauncey

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Saturday 10AM – 4PM, 4PM – 12AM & Sunday 9AM - 3PM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Chauncey

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Sunday – Wed & Friday 3PM - 11PM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: 145TH IRA

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Sunday, Monday; Friday & Saturday 9AM - 3PM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: 145TH IRA

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Friday & Saturday 9AM - 3PM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: 145TH IRA

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Sunday – Monday 12 AM – 10 AM; Thursday 11PM – 9 AM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Tiff Court 29

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Saturday & Sunday 9AM - 3PM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Tiff Court 27

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Tuesday, Friday & Saturday 11PM – 9AM P/T, Non- Exempt; Driver position

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Springfield Day Habilitation

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. CPR/First Aid a plus!

Status: Monday – Friday 7AM - 3PM F/T, Non- Exempt; Driver position. Male Preferred.

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Springfield Day Habilitation

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. CPR/First Aid a plus!

Status: Monday – Friday 7AM - 3PM F/T, Non- Exempt; Driver position. Male Preferred

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Brooklyn Day Habilitation

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Monday - Friday 9AM - 5PM F/T, Non- Exempt; Driver position. Male Preferred.

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Long Island Day Habilitation

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus! (Bilingual) Spanish

Status: Monday - Friday & Saturday 7AM - 3PM F/T, Non- Exempt; Driver position. Male Preferred.

Direct Support Professional

The Direct Support Professional requires specialized training to work with mentally retarded individuals in residential living arrangements. The employee in this position is responsible for the security, safety, and wellbeing of the individuals living within the residence according to his/her specific needs and interests, with the purpose of increasing the quality of life for each person by promoting their respective level of independence.

Position Location: Queens Village Day Habilitation

Requirements: A minimum of a High School Diploma or GED, Valid NYS Drivers License., Ability to be flexible to the needs of the program. Must be SCIP certified. AMAP/CPR/First Aid a plus!

Status: Monday - Friday 9AM - 5PM F/T, Non- Exempt; Driver position. Male Preferred

Employees who have been in their current position for at least four (4) months of continuous satisfactory employment may apply for internal job postings. Employees eligible to request a transfer must complete a Request for Transfer form and an updated resume, and submit to their direct supervisor for approval.

EIHAB appreciates employee referrals. Therefore, if an employee provides the Agency with a referral and that individual is hired and completes one (1) year of successful employment with the Agency, the Agency will award **\$100.00** to the referring employee. **IMPORTANT NOTICE:** In order to receive the award the applicant must write the employees name on the Employment Application. Please communicate this to the applicants that you are referring.