

**JOB OPPORTUNITIES 03/28/2016
BELL SOCIALIZATION SERVICES, INC.**

Mission Statement:

Bell Socialization Services, Inc. provides an environment of support and empowerment where people can improve their quality of living.

Please post at all Bell Socialization locations

Internal applicants must respond in writing on the "Request for Transfer" form to the HR Dept. PLEASE list position(s) of interest in letter or on Bell Application for Employment. ALL outside Applicants must complete a BELL Application for Employment and should include their resumes.

BELL SOCIALIZATION SERVICES, INC. 160 South George Street York, PA 17401

www.bellsocialization.com EMAIL: employment@bellsocialization.com Equal Opportunity Employer

BELL FAMILY SHELTER

Resident Counselor - Bell Family Shelter

Caring, organized person needed who can remain positive and helpful in service to the efficiency of our shelter and the homeless families served there. The Resident Counselor (RC) will make routine safety and security checks of the site, complete intake and exit interviews as needed, and interact with residents to provide them with appropriate support. The RC will screen incoming calls and redirect callers to appropriate agency or office. Keeping the residence clean and orderly may also be assigned. This is a part-time hourly position for work on weekends and sleep shift every other Friday 12:00-8:00. Saturdays and Sundays the time would vary between 7:00-3:00; 8:00-4:00; 3:00-11:00`. Then on-call during week on if needed basis. *Minimum requirements: HS diploma /GED and 1 year experience in social services. Must be at least 21 years old. PA State Police background check, Act 33 and/or FBI clearances.*

ID SERVICES

Day Program Service Worker (Bell at the Village/Adult Training Facility)

Enjoy your daily work while you make a direct and positive difference in the lives of individuals with intellectual disabilities. The ideal employee in this hands-on position will ensure the safety of clients while teaching skills, monitoring medications, assisting with transportation, and helping clients live as independently as possible. Full-time and part-time positions available. *Minimum requirements: HS diploma/GED. Must be at least 18 years old, possess valid driver's license, insurable driving record, and have reliable transportation. Current physical and Mantoux (TB) test required. PA State Police background check, Act 33 and/or FBI clearances.*

Individual Service Workers – Support and Empower Living Fundamentals (SELF) Program

Help individuals live as independently as possible in the community when you take on a position in the SELF program. Explore opportunities in hands-on education to assist consumer-directed learning in regard to enhancing the level of independence in all areas of daily living skills. This is a part-time position. Work hours are flexible and may include evening and weekend hours based on consumer needs. *Minimum requirements: HS diploma/GED. Must be at least 18 years old, possess valid driver's license, insurable driving record, and have reliable transportation. Current physical and Mantoux (TB) test required. PA State Police background check, Act 33 and/or FBI clearances.*

Residential Program Supervisor - Hadley

Bring your proven management skills to work where you can make a real difference! Manage our Hadley residential site and supervise Residential Service Workers to ensure they provide quality direct services to people with intellectual disability. Responsible for ensuring all day-to-day activities necessary for the site to operate properly. This is a full-time hourly position, which includes evenings and weekend hours. *Minimum requirements: HS diploma/GED and two (2) years human service experience. Must be at least 21 years old, possess a valid driver's license, insurable driving record, and have reliable*

transportation. Current physical and Mantoux (TB) required. PA State Police background check, Act 33 and/or FBI clearances.

Residential Service Worker (York & Adams County)

Share your compassionate nature and home management skills by providing “hands-on” services and support to enable individuals with Intellectual Disabilities to live as independently as possible in a shared residential setting. RSWs are responsible for carrying out all day-to-day duties necessary for the residential programs to operate smoothly. Positions available throughout York and Adams County are full time; second & third shift. **Minimum requirements: Must be at least 18 years old, Requires HS/GED; most require no intellectual disability experience required, some locations require one plus years’ experience; valid driver’s license for 2 years, insurable driving record and reliable transportation. Current physical and Mantoux (TB) test required. PA State Police background check, Act 33 and/or FBI clearances.**

MH DEPARTMENT

Drop-In Aide

Bring your enthusiasm to this position assisting mental health consumers in utilizing and participating in programs and activities of the Liberty Bell Drop-In Center. The Drop-In Aide facilitates group activities, encourages client interaction and assists with socialization efforts while providing supportive counseling and information on community resources. Must also maintain proper documentation required of the job. Mental health consumer or former consumer preferred. This is an on-call hourly position which includes day, evening and weekend hours. **Minimum requirements: HS diploma/GED. Must be at least 21 years old. PA State Police background check.**

Resident Counselor – Community Residential Apartment Services (CRAS)

Come be part of the challenging and rewarding work of a CRAS Resident Counselor. By providing direct care service to consumers in a CRAS group home, you will help with skills training, implement medication monitoring system, respond to client emergencies, assist clients in progress towards goals developed on their individual plans, and complete documentation. This position is responsible for overall maintenance, management, and cleanliness of the facility during the shift and will remain in the residence whenever a client is present. This is a full-time hourly position. Schedule consists of working rotating shifts of three nights/days on, six nights/days off. **Minimum requirements: one year of college credits in social science, or one year human service experience. Must be at least 18 years of age, possess a valid driver’s license, insurable driving record, and have reliable transportation. Current physical and Mantoux (TB) test required. PA State Police background check.**

ADMINISTRATIVE

Maintenance Worker

Are you a well-organized, mechanically inclined jack of all trades who enjoys the satisfaction of completing clients’ work requests? Join our multi-skilled maintenance team. Work includes everything from installation of doors, windows and drywall to painting, basic plumbing and appliance repair as well as simple automotive operations and repair. Primary responsibilities include troubleshooting and problem-solving repairs and preventive maintenance on all agency properties (occupied and/or vacant); complete required purchase orders, coordinate the use of outside contractors and vendors, and report all health and safety issues relating to property maintenance to the Property Manager promptly. An understanding of lawn care and landscaping is a plus. This is a full-time, hourly position. **Minimum requirements: HS diploma/GED, specialized training or experience/overall knowledge of multiple trades such as drywall, painting, carpentry, and plumbing, among others. Candidate must own standard set of tools available to aid in the performance of the above duties and have the ability to lift 50 lbs. Must be at least 21 years old, possess current valid driver’s license, insurable driving record, and have reliable transportation. PA State Police background check.**