

## JOB OPPORTUNITY

**Title:** IT Director  
**Location:** Elma

### Summary of Duties:

The Director of Information Technology oversees the operation of the entire network and all critical infrastructures in the organization. Evaluates computer equipment and systems and recommends repair, upgrade, or improvement of agency computer equipment, software and processes. The director of information technology also oversees the internal help desk to ensure all work is completed and in a timely manner, plans, coordinates and executes IT related projects and maintains and grows relationships with all outside vendors

### Qualifications:

- Bachelor's Degree in Computer Technology or related field PLUS five (5) years' experience.
- Valid NYS Driver's License with driving record that is acceptable within Agency's criteria.
- Must meet all applicable agency required pre-employment background checks.

### Preferred Candidate will have:

- Experience with Microsoft technologies, including Exchange, and EHR systems
- Solid networking skills
- Server experience with a focus on Microsoft server technologies
- Active Directory experience in environment of 500+ users
- Familiarity with HIPAA Hi-Tech regulations
- Prior experience in a supervisory role

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**EOE/AA Disability/Vet**

## JOB OPPORTUNITY

### Full Time Position (35 Hrs/week)

**Title:** Mechanic/Maintenance Technician  
**Location:** Sardinia  
**Salary:** \$15-\$18/hr

**Summary of Duties:**

The Maintenance Technician, under direct supervision, provides the routine maintenance of agency facilities, equipment and vehicles as assigned. Performs preventative maintenance, and periodic checks using hand and power tools.

**Minimum Qualifications:**

Have the basic working knowledge of state and local building codes; tools and knowledge necessary to provide routine maintenance of facilities, equipment, and vehicles.

- High School Diploma or GED + (2) two year's paid experience in maintenance.
- Must meet all applicable agency required pre-employment background checks.

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**EOE/AA Disability/Vet**

## JOB OPPORTUNITY

### Part Time Position (21 hours/week)

**Title:** Development Assistant  
**Location:** Elma  
**Salary:** \$15.36/hr

#### Summary of Duties:

Provide development and administrative support to the Director of Development. Assist with fundraising, community outreach, and event planning as assigned. Complete and record financial transactions as assigned. Provide customer assistance, data processing, administrative duties and work with the development team to support all agency-wide activities

#### Qualifications:

- High School or GED equivalent.
- Valid New York State driver's license with acceptable driving record within Agency's criteria.
- Must meet all applicable agency required pre-employment background checks.
- High School diploma or GED + minimum two-year's experience in fundraising.
- Experience in public speaking preferred.
- Excellent communication skills.

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**EOE/AA Disability/Vet**

## JOB OPPORTUNITY

### Full Time Position (40 hours/week)

**Title:** LPN  
**Location:** North Collins  
**Salary:** \$16.14/hr

#### Summary of Duties:

Under supervision, assists in the direct day and/or night care of individuals residing in a supervised or supportive community residence or respite program in accordance with the policies and procedures of the residential/respite program. Assists individuals in maintenance of financial, medical and household responsibilities. Implements and monitors individual service and program plans.

#### Minimum Qualifications:

- Valid New York State driver's license with acceptable driving record within Agency's criteria.
- Must meet all applicable agency required pre-employment background checks.
- Must be licensed by the NY Department of Education to practice as a Licensed Practical Nurse. SCIP training is required.

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**EOE/AA Disability/Vet**

## JOB OPPORTUNITY

**Title:** IT Technician  
**Location:** Elma  
**Salary:** \$18.88/hr

### Summary of Duties:

Under the direction of the IT director, the IT Technician evaluates computer equipment and systems and recommends repairs, upgrades, or improvement of agency computer equipment and software. The IT Technician repairs and maintains agency computers and networks.

### Minimum Qualifications:

- Associate's Degree in Computer Technology PLUS one (1) year experience OR equivalent combination of education and experience.
- Must meet all applicable agency required pre-employment background checks.
- Valid New York State driver's license with acceptable driving record within the Agency's criteria.

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EOE/AA Disability/Vet

## JOB OPPORTUNITY

**Title:** Direct Care (Habilitation Instructor)  
**Locations:** Angola, Derby, North Collins, Sardinia, East Aurora, Elma, Lancaster, East Concord, Delevan, Eden  
**Salary:** \$12.39/hr

- *All Shifts Available (Full Time and Part Time)*
- *Must be able to work weekends*
- *Set Days and Rotating Schedules available*
- *Complete benefits package offered to Full Time staff*
- *Paid time off offered to Part Time staff*

Habilitation Instructors work directly with people with developmental disabilities with the aim of assisting the individual to become integrated into his /her community or the least restrictive environment. They assist individuals with a developmental disability to lead a self-directed life and contribute to the community, assist with activities of daily living, and encourage attitudes and behaviors that enhance community inclusion. They may provide supports to a person with a disability at home, work, school, church, and other community places as well as act as an advocate for the disabled individual, in communicating their needs, self-expression and goals.

**Qualifications:**

- High School Diploma or GED
- Valid New York State driver's license with acceptable driving record within Agency's criteria.
- Experience with developmentally disabled adults is preferred but not required
- Must meet all applicable agency required pre-employment background checks.

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**EOE/AA Disability/Vet**