

# COME GROW WITH US!



Excellence, Innovation, Responsiveness, Results-Oriented, Customer Focused, Flexible, Integrity

## WEEKLY CAREER OPPORTUNITIES

AUGUST 30, 2010 THROUGH SEPTEMBER 6, 2010

Visit us at [www.chimes.org](http://www.chimes.org) for more information

*Chimes*  
DEEDS NOT WORDS

# WELCOME TO CHIMES!

**Welcome to Chimes!** Our company provides services and supports for people with disabilities. We have earned an excellent reputation in our field, and the people we support have come to expect and appreciate professionalism, courtesy and pride in a job well done that define the quality of our services.

Beginning as a small community-based school for children with moderate intellectual disabilities, Chimes has expanded to a multi-service organization assisting over 10,000 children, adults, and senior citizens worldwide. **We have been in business for over 60 years and are going strong!**

**You will find that Chimes is a “people” Company in every sense of the word** – sensitive to the needs and desires of the persons we support, and quick to express our appreciation of the talents and contributions to our employees. We believe that our employees are our most valuable asset.

**A job at Chimes can be a CAREER** for those people with a strong commitment to personal development and an interest in making a difference in someone’s life. Successful candidates will be **positive, compassionate, and have a strong sense of integrity**. If you enjoy building relationships and have a willingness to learn, then Chimes has the career opportunity for you.

**Chimes has several exciting career opportunities available in a variety of settings.** Attached is the Weekly Career Opportunities Posting. This list includes available opportunities within Chimes and its subsidiaries and is updated weekly.

**Chimes is committed to providing equal employment opportunities** to all persons regardless of race, sex, gender, religion, national origin, political affiliation, sexual orientation, age, marital status, or disabilities. Qualified persons with disabilities are encouraged to apply. Please post for all employees and applicants to view.

For more information, feel free to visit us at [www.chimes.org](http://www.chimes.org). **We appreciate your interest!**

*Thank you for considering Chimes!*

# CAREER OPPORTUNITIES

Table of Contents

Week of August 30, 2010

I.	CHIMES MISSION AND PHILOSOPHY	4
II.	RECRUITMENT POLICIES AND PROCEDURES	5
III.	CHIMES DELAWARE	6
IV.	CHIMES INTERNATIONAL	8
V.	CHIMES MARYLAND	9
VI.	CHIMES POTOMAC	12
VII.	CHIMES VIRGINIA	13
VIII.	CHIMES ISRAEL	14

# MISSION STATEMENT

Chimes Family of Services are models of excellence with innovative, flexible, and responsive solutions that are customer focused and results oriented. Chimes, its affiliates, and related organizations are acknowledged as international leaders in providing services, supports and employment for people with disabilities. Basic to Chimes system of service is the active involvement of the people served, their families, and advocates. Equally critical is a well-trained, dedicated staff and responsive Boards of Directors who are committed to excellence in providing Chimes services. Fundamental to all of Chimes activities is the maintenance of the highest quality and integrity.

Chimes organizations are as follows: Chimes International, Limited; The Chimes, Inc. dba Chimes Maryland; Intervals Residential Services, Inc.; Chimes Metro, Inc. dba Chimes Delaware; Chimes Virginia, Inc.; Chimes District of Columbia, Inc.; Holcomb Associates, Inc. dba Holcomb Behavioral Health Systems; Family Services Association; Open Door; Chimes Developmental Services of New Jersey, Inc.; Chimes Foundation, Inc.; and Chimes Israel.

# PHILOSOPHY AND GUIDING PRINCIPLES

The philosophy which guides Chimes is based on the belief that every person has the right to develop to his or her fullest potential. Chimes provides the skills and support to assist each person with disabilities toward achievement of his or her aspirations and goals. The Agency recognizes the uniqueness of each person and promotes feelings of human dignity, a sense of self-worth and the right to make informed choices. Programs and services are developed and provided for each person with disabilities utilizing an interdisciplinary approach. Individualized supports and services are implemented in a manner which is culturally normative and age appropriate and which focuses on individual strengths, needs, abilities, interests and desires. To facilitate implementation, services are provided to each individual in the least restrictive environment which is appropriate to his or her needs.

Chimes further believes that four concepts are guideposts to maximize the potential of each person receiving services to attain his or her fullest potential and enhance his or her quality of life.

These four concepts are:

- Self-worth and human dignity
- Normalization and informed choice
- Empowerment and autonomy
- Integration and inclusion

# CAREER OPPORTUNITIES

## Recruitment Policies and Procedures

**Chimes is a company of people working for people.** We offer the opportunity to make a positive impact on peoples' lives. We recognize the value of a dedicated, highly qualified and diverse professional workforce. We reward excellence by providing competitive compensation and benefits and offering challenging work in a supportive environment which promotes learning and growth.

**Chimes is committed to the success and career development of its employees.** To provide employees with an opportunity for advancement, employees are encouraged to apply for promotions or transfers to another position for which they are qualified and have interest. Below is an overview of the promotion/transfer process. If you have any questions, please feel free to contact your local Human Resource representative. We currently have several exciting career opportunities available for direct support professionals and credentialed senior, and support staff.

## Application Process

To be eligible for a promotion or transfer, an employee must have successfully completed his/her orientation period in his/her current position, be current in all training requirements, meet or exceed performance standards, and meet educational and experiential requirements for the new position. Based on Agency need, exceptions may be made in regards to these requirements. All positions require a valid driver's license and an acceptable driving record unless otherwise noted.

To be considered for a promotion or transfer, the following documentation is required:

- ✓ Application for Promotion and Transfer, Form C-16
- ✓ Any additional documentation required verifying that all requirements are met.
- ✓ A resume
- ✓ Two Confidential Inquiry forms, Form C-11

Copies of the above forms are attached to this document and may also be obtained from your local Human Resource Representative. For more information on the subsidiary/department, a posted career opportunity, or for a current job description, please contact the local Human Resource Representative.

Applications for transfer or promotion and all aforementioned documentation must be received by the Department of Human Resource Management no later than the designated closing date and time for applications indicated on the position announcement. Requests for transfer or promotion will be considered equally with all other applications. The Department of Human Resource Management will hire the most qualified candidate.

All official offers of employment, including promotions or transfers will made by the Department of Human Resource Management.

Chimes is an Equal Opportunity Employer.  
Qualified Persons with Disabilities are Encouraged to Apply

# CAREER OPPORTUNITIES

CHIMES DELAWARE

WEEK OF AUGUST 30, 2010

Contact Address: Sheila@chimes.org, 514 interchange boulevard, Newark, Delaware 19711

Internal Applicants: Submit required paperwork to the above address, attention S. Friedman.

External Applicants: Fax resume to 302.453.0449. Please state position of interest.

Apply in person at the above address, Monday through Friday 8:00 a.m. - 3:30 p.m.

*Your electronic submission of interest in any posted position will not be considered to be an "application for employment." Chimes Delaware will only consider you to be an "applicant" for the posted position if: a) you possess the minimal required qualifications and experience for the posted position; b) you fully complete Chimes Delaware's Employment Application at our Human Resource/Employment office located at 514 Interchange Boulevard, Newark, Delaware, 19711, between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday (or if you are located out of town by completing the Employment Application and mailing it back to our offices); and c) at no time during the process outlined do you withdraw your expression of interest in the posted position either electronically or in person.*

## DEPARTMENT: RESIDENTIAL SERVICES

Position	Responsibilities	Requirements	Location	Hours	Salary	Closing Date
Director of Residential Services	Responsible for the Chimes Delaware state-wide residential program. Will carry out the Agency vision, mission, strategic goals and objectives in order to maintain our high standards of programming and personal care for the individuals we support. Responsible for but not limited to Orientation/Training, performance evaluations, budget development and implementation and program development.	Degree in a related subject, plus progressively responsible experience in managing a residential multi-site program.	Newark	Must be able to work a flexible schedule to include evenings, weekends and holidays. Full time	Commensurate with experience	Until Filled
Assistant Residential Managers	Manages residential site(s) while supporting adults with disabilities.	HS/GED, college courses/training preferred. Experience supporting persons with disabilities and supervisory experience or demonstrated leadership qualities required.	Various	Must be flexible Full-time	\$26,910/annual	Until Filled

Residential Program Professional	Assists adults with intellectual disabilities in a community-based setting.	HS/GED	Various	3p-11p Weekends Full-time	\$9.25/hour	Until Filled
----------------------------------	---	--------	---------	---------------------------------	-------------	--------------

**DEPARTMENT: VOCATIONAL SERVICES**

<b>Position</b>	<b>Responsibilities</b>	<b>Requirements</b>	<b>Location</b>	<b>Hours</b>	<b>Salary</b>	<b>Closing Date</b>
Job Coach	Assists adults with intellectual disabilities in an employment/work environment in Work Services or Supported Employment.	HS/GED, Degree or related college courses preferred.	Various	Various Full-time	\$11.25/hour	Until Filled

# CAREER OPPORTUNITIES

CHIMES INTERNATIONAL

WEEK OF AUGUST 30, 2010

Contact Address: [schristie@chimes.org](mailto:schristie@chimes.org) 4814 Seton Drive, Baltimore, Maryland 21215

FOR THE LATEST ON OPPORTUNITIES,  
CALL OUR 24-HOUR CAREER HOTLINE AT 410.358.6006

**Internal Applicants:** Submit required paperwork to the above address, attention Suzanne Christie.

**External Applicants:** Fax resume to 410.358.6165, email to [schristie@chimes.org](mailto:schristie@chimes.org)

*Your electronic submission of interest in any posted position will not be considered to be an "application for employment." Chimes International will only consider you to be an "applicant" for the posted position if: a) you possess the minimal required qualifications and experience for the posted position; b) you fully complete Chimes International's Employment Application at our Human Resource/Employment office located at 4814 Seton Drive, Baltimore, Maryland 21215, between the hours of 9:00 a.m. and 2:00 p.m., Monday, Tuesday, Wednesday, and Friday (or if you are located out of town by completing the Employment Application and mailing it back to our offices); and c) at no time during the process outlined do you withdraw your expression of interest in the posted position either electronically or in person.*

PLEASE CHECK BACK NEXT WEEK FOR EXCITING CAREER  
OPPORTUNITIES WITH CHIMES INTERNATIONAL.

# CAREER OPPORTUNITIES

CHIMES MARYLAND

WEEK OF AUGUST 30, 2010

Contact Address: [resume@chimes.org](mailto:resume@chimes.org), 4814 Seton Drive, Baltimore, Maryland 21215

FOR THE LATEST ON OPPORTUNITIES,  
CALL OUR 24-HOUR CAREER HOTLINE AT 410.358.6006

Internal Applicants: Submit required paperwork to the above address, attention Suzanne Christie.

External Applicants: Fax resume to 410.358.6165, email to [resume@chimes.org](mailto:resume@chimes.org) or come in person to the above address, Monday, Wednesday, and Friday 9:30 a.m. - 12:00 p.m. to complete a direct support professional survey.

Please dress professionally. You will be screened at this time.

*Your electronic submission of interest in any posted position will not be considered to be an "application for employment." Chimes Maryland will only consider you to be an "applicant" for the posted position if: a) you possess the minimal required qualifications and experience for the posted position; b) you fully complete Chimes Maryland's Employment Application at our Human Resource/Employment office located at 4814 Seton Drive, Baltimore, Maryland 21215, between the hours of 9:00 a.m. and 2:00 p.m., Monday, Wednesday and Friday (or if you are located out of town by completing the Employment Application and mailing it back to our offices); and c) at no time during the process outlined do you withdraw your expression of interest in the posted position either electronically or in person.*

## DEPARTMENT: SCHOOL

Position	Responsibilities	Requirements	Location	Hours	Salary	Closing Date
Program Assistant/Teaching Assistant	Assists in the care and instruction of students.	Related AA, or 45 related credits, or successful completion of the Para Pro assessment. Training or experience in care and instruction of children.	Seton Drive, Baltimore	M-F, day hours Full-time	TBD	Until Filled

DEPARTMENT: TRADITIONAL RESIDENTIAL SERVICES

Position	Responsibilities	Requirements	Location	Hours	Salary	Closing Date
Director, Residential Services	Responsible for administering and managing a large multi-site operation in Metro Baltimore. Directs, plans, coordinates and monitors program and fiscal operations to ensure efficient and effective service delivery to individuals with intellectual disabilities. The Director is responsible for maintaining and improving the residential service systems and practices which promote the Agency's mission and ensures quality service delivery and compliance with all applicable regulatory standards.	Masters in Business Administration or Human Services preferred, plus 5 years experience directing a large department with corresponding operational and fiscal responsibilities. Experience directing and managing a community service program preferred.	Seton Drive, Baltimore	Must be flexible to include evenings, weekends and holidays.  Full time	TBD	Until Filled
Shift Manager/Non-Exempt	Responsible for the operation of the home and supervision and training of direct support staff.	HS/GED preferred, plus two years experience working with people with intellectual disabilities. Valid Maryland driver's license.	Various	Various  Full time	\$10.00/hr Level I  \$11.00/hour Level II	Until Filled

DEPARTMENT: VOCATIONAL SERVICES

Position	Responsibilities	Requirements	Location	Hours	Salary	Closing Date
Behavior Technician - Off Site	Responsible for the design, implementation and documentation of a program of specific activities and behavioral techniques for a person with significant maladaptive behaviors in an employment situation in the community.	HS/GED preferred, plus 2 years experience with people with intellectual disabilities and who have challenging and/or behavioral issues.  Car required.	Various	Must be flexible, to include evenings, weekends, and holidays Full-time	\$9.50/hour  *\$9.75/hour if providing transportation	Until Filled
Job Coach - Enclave	Responsible for providing skill training and constant supervision to a group of people working in the community for a minimum of 20 hours per week.	HS/GED preferred, plus 2 years experience in the field.	Various	Must be flexible, to include evenings, weekends, and holidays Full-time	\$10.25/hour	Until Filled

# CAREER OPPORTUNITIES

CHIMES POTOMAC

WEEK OF AUGUST 30, 2010

Contact Address: usutherland@chimes.org, 3951 Pender Drive, Suite 120 Fairfax, Virginia 22030

Internal Applicants: Submit required paperwork to the above address.

External Applicants: Fax resume to 301.879.8908. Please state position of interest.

*Your electronic submission of interest in any posted position will not be considered to be an "application for employment." Chimes Potomac will only consider you to be an "applicant" for the posted position if : a) you possess the minimal required qualifications and experience for the posted position; b) you fully complete Chimes Potomac's Employment Application at our Human Resource/Employment office located at 3957 Pender Drive, between the hours of 10:00 a.m. and 4:00 p.m., Thursday and Friday (or if you are located out of town by completing the Employment Application and mailing it back to our offices); and c) at no time during the process outlined do you withdraw your expression of interest in the posted position either electronically or in person.*

## DEPARTMENT: RESIDENTIAL SERVICES

Position	Responsibilities	Requirements	Location	Hours	Salary	Closing Date
Residential Program Technician III Substitute	Provides supervision and training to adults with intellectual disabilities.	HS/GED, related experience. Must have 3 years experience driving. Related AA degree and certification to give medications preferred.	Various	Various	\$11.00/hour	Until Filled
Residential Program Technician III	Provides supervision and training to adults with intellectual disabilities.	HS/GED, related experience. Must have 3 years experience driving. Related AA degree and certification to give medications preferred.	Gaffney Bonifant Mills	Various	\$11.00/hour	Until Filled

# CAREER OPPORTUNITIES

CHIMES VIRGINIA

WEEK OF AUGUST 30, 2010

Contact Address: usutherland@chimes.org, 3951 Pender Drive, Suite 120, Fairfax, Virginia 22030

Internal Applicants: Submit required paperwork to the above address.

External Applicants: Fax resume to 703.267.9684. Please state position of interest.

*Your electronic submission of interest in any posted position will not be considered to be an "application for employment." Chimes Virginia will only consider you to be an "applicant" for the posted position if: a) you possess the minimal required qualifications and experience for the posted position; b) you fully complete Chimes Virginia's Employment Application at our Human Resource/Employment office located at 3957 Pender Drive, between the hours of 10:00 a.m. and 4:00 p.m., Thursday and Friday (or if you are located out of town by completing the Employment Application and mailing it back to our offices); and c) at no time during the process outlined do you withdraw your expression of interest in the posted position either electronically or in person.*

## DEPARTMENT: RESIDENTIAL SERVICES

Position	Responsibilities	Requirements	Location	Hours	Salary	Closing Date
House Manager	Responsible for the care, supervision, and training of people with developmental disabilities living in a community residential environment. Supervises Residential Program Technicians.	AA Or BA in Special Education, Psychology, Social Science or related <b>or</b> two years experience working with MRDD population, who are mental developmentally in a group residence plus experience in management or supervisory position.	Prado	Various	\$36,500/annual	Until Filled
Residential Program Technician II Substitute	Provides supervision and training to adults with intellectual disabilities.	HS/GED, related experience. Must have 3 years experience driving. Related AA degree and certification to give medications preferred.	Various	Various	\$12.20/hour	Until Filled
Residential Program Technician II	Provides supervision and training to adults with intellectual disabilities.	HS/GED, related experience. Must have 3 years experience driving. Related AA degree and certification to give medications preferred.	Various	Various	\$12.20/hour	Until Filled
In-Home Provider	Responsible for providing direct assistance and/or training to persons with intellectual disabilities.	HS/GED, AA preferred. One year experience working with people with developmental disabilities.	Various	Various	\$11.50/hour	Until Filled

# CAREER OPPORTUNITIES

CHIMES ISRAEL

WEEK OF AUGUST 30, 2010

Contact Address: [chimes@chimes.co.il](mailto:chimes@chimes.co.il), 13 Ha'arad Street, Tel Aviv, Israel 69710

Internal Applicants: Submit required paperwork to the above address.

External Applicants: Fax resume from the USA to 518.482.5103. Please state position of interest.

Fax resume in Israel to 03.674.4047. Please state position of interest.

Call Alan Manheim, Vice President

From the USA 410.358.4261

In Israel 03-644-2427

PLEASE FAX RESUME TO THE ABOVE NUMBER