



To apply for a rewarding career opportunity at DAMAR Services, complete an Employment Application and submit to: DAMAR Services, Inc.; Attn: VICKYE GERLITZ, Human Resources; 6324 Kentucky Avenue; Indianapolis, IN 46221

Title: Direct Care staff - Young Boys Service line

TITLE: Direct Support DEPARTMENT: Young Boys Service Line LOCATION: Campus/Young Boys Base	Hourly Non-Exempt 1 – wknd shift
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TITLE: Direct Support DEPARTMENT: Young Boys Service Line LOCATION: Campus/TLU-R	Hourly Non-Exempt 1 – 2 nd shift
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TITLE: Direct Support DEPARTMENT: Young Boys Service Line LOCATION: Campus/YBU	Hourly Non-Exempt 1 – 1 st shift one/one position (must be ABA certified)
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TITLE: Direct Support DEPARTMENT: Young Boys Service Line LOCATION: Transition Home/Commons	Hourly Non-Exempt 1 – 2 nd shift
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TITLE: Direct Support DEPARTMENT: Young Boys Service Line LOCATION: Transition Home/Powell	Hourly Non-Exempt 1 – wknd shift
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Title: Direct Care staff - Adolescent Boys Service line

TITLE: Direct Support DEPARTMENT: Adolescent Boy Service Line LOCATION: Campus/BLF	1 – wknd shift	Hourly Non-Exempt
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TITLE: Direct Support DEPARTMENT: Adolescent Boy Service Line LOCATION: Campus/BRF	1 – 2 nd shift float	Hourly Non-Exempt
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TITLE: Direct Support DEPARTMENT: Adolescent Boy Service Line LOCATION: Transition Home: Dollar Ridge	1-pt 3rd shift (16 hours total)	Hourly Non-Exempt
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TITLE: Direct Support DEPARTMENT: Adolescent Boy Service Line LOCATION: Transition home/Wedgewood	2 – 2 nd shift	Hourly Non-Exempt
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Title: Direct Care staff – Autism Service Line

TITLE: Direct Support DEPARTMENT: Autism Service Line LOCATION: Campus/ARU	1 – wknd shift	Hourly Non-Exempt
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TITLE: Direct Support DEPARTMENT: Autism Service Line LOCATION: Transition Home/Limberlost	1 – 2 nd shift 1pt - 3 rd shift Sat/Sun	Hourly Non-Exempt
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TITLE: Direct Support DEPARTMENT: Autism Service Line LOCATION: Transition Home/Longwell	1 – 1 st shift	Hourly Non-Exempt
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Title: Direct Care staff - Girls Service Line

TITLE: Direct Support DEPARTMENT: Girls Service Line LOCATION: Transition Home/Rocky Forge	Hourly Non-Exempt 1 – pt 3 rd (S/S)
TITLE: Direct Support DEPARTMENT: Girls Service Line LOCATION: Transition Home/Perry	Hourly Non-Exempt 1 – 2 nd shift
TITLE: Direct Support DEPARTMENT: LOCATION: Transition Home/Valley Ridge	Hourly Non-Exempt 1 – pt 1 st shift (Sat/Sun – 7am -3pm)
TITLE: Direct Support DEPARTMENT: LOCATION: Elkhart, Indiana * working with adolescent females and males	Hourly Non-Exempt Accepting applications for 2 nd ; 3 rd ; wknd shift
TITLE: Direct Support DEPARTMENT: LOCATION: Lafayette, Indiana *working with adolescent males	Hourly Non-Exempt Accepting applications for 2 nd ; 3 rd ; wknd shift and part time



Title: Community Direct Care Staff

TITLE: Direct Support DEPARTMENT: Community Living Group Homes LOCATION: Camby Group Home (within 1 mile from Campus)	1 – 2 nd shift	Hourly Non-Exempt
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TITLE: Direct Support DEPARTMENT: Community Living Group Homes LOCATION: Main Street Group Home (Plainfield area)	1 – 2 nd shift	Hourly Non-Exempt
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TITLE: Direct Support DEPARTMENT: Community Living Group Homes LOCATION: Bradford Group Home (Plainfield area)	1 – 2 nd shift	Hourly Non-Exempt
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TITLE: Direct Support DEPARTMENT: Education LOCATION: Damar Acedemy (possible travel to Main Street Group Home)	1 – 1 st shift (30 – 40hrs) (one/one position)	Hourly Non-Exempt
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TITLE: Direct Support DEPARTMENT: Community Support Services LOCATION: Community. Home of Talatha & Kristen	1 – Sat/Sun shift (16 hr shift each day)	Hourly Non-Exempt
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TITLE: Direct Support DEPARTMENT: Community Support Services REPORTS TO: Laura Gillis, Comm Serv. Mgr. LOCATION: Community. Home of Kevin, Tim and Andy	1 – Sat/Sun shift	Hourly Non-Exempt
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<p>TITLE: Direct Support DEPARTMENT: Community Support Services LOCATION: Community.</p>	<p style="text-align: right;">Hourly Non-Exempt</p> <p>1 – 40hr flex shift (1 – 9pm Mon/Wed; 3p-11p Sat;7a – 11pSun)</p>
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<p>TITLE: Direct Support DEPARTMENT: Community Support Services LOCATION: Community.</p>	<p style="text-align: right;">Hourly Non-Exempt</p> <p>1 – 2nd shift</p>
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<p>TITLE: Direct Support DEPARTMENT: Community Support Services LOCATION: Families located in Speedway, Lebanon, Mooresville/Martinsville area</p>	<p style="text-align: right;">Hourly Non-Exempt</p> <p>1) Part time hours available working with two young children in the Speedway area 2) part time evening hours working with adolescent boy in the Speedway area</p>
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<p>TITLE: Direct Support DEPARTMENT: Community Support Services LOCATION:</p>	<p style="text-align: right;">Hourly Non-Exempt</p> <p>1 – 2nd shift 1 – pt Sat/Sun (working with young female in Plainfield area)</p>
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<p>TITLE: Educational Mentor DEPARTMENT: Community Support Services LOCATION: Washington High School</p>	<p style="text-align: right;">Hourly Non-Exempt</p> <p>1st shift hours working with adolescent girl within IPS</p>
<p>JOB DESCRIPTION</p>	<p>Responsible for performing a variety of para-professional tasks related to the care of individuals served by Damar. This includes participation in activities that promote the development of appropriate daily living, self-help and social skills. Job responsibilities include the performance of duties related to the physical health and well-being of each resident served.</p>
<p>REQUIREMENTS</p>	<p>Must have High School diploma or equivalent and be at least 21 years of age. Must be able to promote and maintain positive interactions with residents and other staff and be able to follow oral and written directions. Ability to document and record data on residents important. Position requires driving, must have valid driver's license and a driving record which meets insurance carrier's requirements. Must be able to physically manage residents exhibiting physical aggression when necessary. May be required to walk, stand, stoop, bend, squat, push, pull, and have full physical dexterity and ability.</p>



Miscellanies Positions

Title: Full and Part time Cook

TITLE: Cook DEPARTMENT: Dietary LOCATION: Campus	Hourly Non-Exempt Rotating schedule Accepting applications
JOB DESCRIPTION	The cooks are responsible for all areas of kitchen activities related to food preparation. The cooks will prepare meals, load food carts, and ensure the kitchen and equipment are maintained in a clean and sanitary manner.
REQUIREMENTS	<ul style="list-style-type: none"> ▪ Must have knowledge of and/or experience in food preparation. ▪ Must have ability to read and follow written recipes and menus. ▪ Routinely must lift 10 to 20 pounds to waist level or overhead. ▪ On occasion, must lift up to 42 pounds to waist level. ▪ On occasion, must climb ladder to clean hood system.



Title: Housekeeper

<p>TITLE: Housekeeper DEPARTMENT: Housekeeping LOCATION: Campus</p>	<p>Hourly Non-Exempt Rotating schedule Accepting applications</p>
<p>JOB DESCRIPTION</p>	<p>The Housekeeping staff, through consistent application of the highest health standards, ensures that all residents reside in a safe, clean and healthy environment. The buildings and equipment shall be maintained in such a manner as to comply with the State Board of Health's rules and regulations, to ensure the health and safety of residents and employees.</p>
<p>REQUIREMENTS</p>	<ul style="list-style-type: none"> • Must have the ability to read and comprehend verbal and/or written directions • Must have the ability to routinely lift 10 to 40 pounds from floor level to overhead in height • Must have the ability to occasionally maneuver 20 to 80 pounds vertically • Must have the ability to climb a ladder to clean light fixtures and vents • Must have the ability to perform daily tasks by bending, twisting, squatting, lifting, pulling and pushing with wrist, arm, shoulder and back movements



Counselor Position(s)

Title: Counselor

<p>TITLE: Counselor DEPARTMENT: LOCATION: Main Campus</p>	<p style="text-align: right;">Salaried Exempt</p> <p>Accepting resume Openings within PASS program</p>
<p>JOB DESCRIPTION</p>	<p>The Counselor is responsible for performing a variety of duties related to social work for existing residents of the main campus and their families, liaison to County Divisions of Family & Children, and Indiana Division of Aging & Rehabilitative Services, other local agencies such as schools and the Interdisciplinary Team. Responsible for providing individual, group, family therapy as well as other support services to assigned clients.)</p>
<p>REQUIREMENTS</p>	<p>Master's degree required preferably in social work, counseling or applicable discipline, plus one year social work or counseling experience. Experience working with children with challenging behaviors, developmental and/or emotional disabilities is desired.</p>



Title: Out Patient Autism Counselor

<p>TITLE: Out Patient Autism Counselor DEPARTMENT: Out Patient Clinical LOCATION:</p>	<p style="text-align: right;">Salary Exempt</p> <p>Accepting resume</p>
<p>JOB DESCRIPTION</p>	<p>The counselor is responsible for performing a variety of duties related to case development, treatment plan development and implementation, data collection, and intervention in individual treatment of clients. Responsible for providing individual, group, and family therapy to individuals diagnosed with Autism. Assists the treatment team, including the Director of Outpatient Services and other members as designated, in the evaluation of clinical services.</p> <p style="text-align: center;">Responsibilities/Essential Job Requirements:</p> <ul style="list-style-type: none"> • Serves as a member of Damar Services' interdisciplinary team. • Provides counseling services for identified clients and their support network. • Maintains neat, chronological records of all contacts and casework with clients, families and community resources. • Performs comprehensive formal and functional assessments. • Implements, coordinates, monitors, documents, and evaluates measurable treatment goals. • Ensures that consistent behavioral-based treatment occurs for clients through ongoing training of client's identified support network. • Participates in clinical staffing for clients in the Autism Service Line and Outpatient Clinic. • Provide crisis intervention as necessary. • Interacts professionally with parents, school, medical personnel, and others using only excellent interpersonal and customer service skills. • Keep abreast of current treatment technology, literature, practices, and regulations.



	<ul style="list-style-type: none">• Attends meetings, conferences, and workshops as recommended by the Director of Outpatient Services• Participates as a member of Damar’s Leadership Team Meeting. <p style="text-align: right;">Performs other duties as assigned.</p>
REQUIREMENTS	<p style="text-align: right;">Qualifications:</p> <p>Master’s degree required preferably in social work, psychology, counseling, plus one year social work or counseling experience. State licensure required preferably from the Indiana State Psychology Board or Social Worker, Marriage and Family therapist, and Mental Health Counselor Board. Experience working with children with challenging behaviors, and/or emotional disabilities is desired. Direct, relevant applied experience in treatment of individuals with Autism and developmental disabilities is required.</p>



Management Position(s)

Title: Residential Manager - YBB (Young Boys Base)

<p>TITLE: Residential Manager DEPARTMENT: Girls Service Line LOCATION: Campus</p>	<p style="text-align: right;">Salary Exempt</p> <p>Internal applications must be submitted by 8/18/08</p>
<p>JOB DESCRIPTION</p>	<p>Responsible to Residential Director for assisting in administration of assigned home including supervising and scheduling direct care staff, ensuring the general welfare of all residents and managing resources required to meet their needs; monitoring overall progress of residents, including scheduling and follow-up on counseling sessions, home visits, clinic appointments and other services rendered outside the residential program. Assist Residential Director with development and implementation of Individual Program Plans and ensuring compliance with various licensing and regulatory agencies.</p>
<p>REQUIREMENTS</p>	<p>Bachelor's degree in human services field (social work, psychology, rehabilitation, education or related profession) and one-year experience working with MR/DD persons. Significant experience and demonstrated competency may be substituted for academic requirements. Must be willing to work a flexible schedule including some evenings and weekends. Acceptable driving record as per Damar's guidelines required. Organizational and supervisory skills important. Ability to effectively communicate with staff, parents and others involved in residents' treatment a must.</p>



Title: Residential Manager - ASU-R (possible Sr.Manager position)

TITLE: Residential Manager DEPARTMENT: Autism Service Line LOCATION: Campus		Salary Exempt Internal application must be submitted by 8/11/08
JOB DESCRIPTION	Responsible to Residential Director for assisting in administration of assigned home including supervising and scheduling direct care staff, ensuring the general welfare of all residents and managing resources required to meet their needs; monitoring overall progress of residents, including scheduling and follow-up on counseling sessions, home visits, clinic appointments and other services rendered outside the residential program. Assist Residential Director with development and implementation of Individual Program Plans and ensuring compliance with various licensing and regulatory agencies.	
REQUIREMENTS	Bachelor's degree in human services field (social work, psychology, rehabilitation, education or related profession) and one-year experience working with MR/DD persons. Significant experience and demonstrated competency may be substituted for academic requirements. Must be willing to work a flexible schedule including some evenings and weekends. Acceptable driving record as per Damar's guidelines required. Organizational and supervisory skills important. Ability to effectively communicate with staff, parents and others involved in residents' treatment a must.	



Title: RESIDENTIAL DIRECTOR of Group Home Services

<p>TITLE: Residential Director of Group Home Services DEPARTMENT: Community Programs LOCATION: Community</p>	<p align="right">Salary Exempt</p> <p>Open – accepting resumes</p>
<p>JOB DESCRIPTION</p>	<p><u>Summary Description:</u> Responsible to the Director of assigned department for the administration of assigned homes/units/departments including supervising staff, developing program plans, ensuring the general welfare of all clients, and managing resources required to meet their needs.</p> <p><u>Responsibilities/Essential Job Requirements:</u></p> <ul style="list-style-type: none"> • Responsible to Director Residential Services • Monitor services and actively promote agency philosophy in the delivery of those services • Assumes primary responsibility for monitoring overall progress of clients, including follow-up on clinical sessions, doctor appointments, home visit, contact with family and funding sources • Develop and monitor programs for staff and units to promote and enhance independence and community integration for all clients, with a special emphasis on variables related to recidivism • Hire, supervise and evaluate residential managers for the service line • Responsible for monitoring and managing program funds • Responsible for monitoring and managing staffing budgets • Ensure training is provided for all staff in areas related to service implementation • Review written documentation pertinent information concerning client programs and take appropriate action if warranted. • Assist the Director of Residential Services in ensuring compliance with various licensing and regulatory agencies. • Facilitate discharge planning for clients in assigned units. • Attend workshops and conferences as related to job, and complete additional training as recommended by supervisor. • Report necessary information to Director of Residential Services in a timely manner.



	<ul style="list-style-type: none">• Be available for on-call• Assign Service Line team members to attendance at court, IEP meetings, etc.• Attend all admission/placement meetings or appoint designee• Lead monthly service line review meeting• Attend monthly quality plus meetings• Responsible for 2 service notes per month per guardian/funding source• Performs other duties as assigned
REQUIREMENTS	<p>Bachelor's degree in human service discipline (i.e., psychology, social work, special education, or related behavioral science). Minimum of 3 years of experience working with persons with developmental disabilities. One year experience managing and leading a team of people to successful outcomes. Acceptable driving record and eligibility for coverage under Damar's auto insurance policy required. Some lifting and/or physical management of individuals who exhibit challenging behaviors may be required. Knowledge of or experience with ICF/MR Medicaid Rules and Regulations preferred.</p>

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8.13.08