



Upstate Cerebral Palsy Career Opportunities

Effective: March 8, 2010

Applicants who meet the prerequisite qualifications may apply :

By Mail:	Upstate Cerebral Palsy	By Email:	Upstate.Careers@upstatecp.org
	Human Resources Department		
	1020 Mary Street		
	Utica, NY 13501		

The following positions are available. Applicants who meet the prerequisite qualifications may apply at the above address. Current employees who desire to apply for a particular job must submit a Promotion/Transfer form to Human Resources within five business days of being posted in order to be considered. Current employees should notify their current supervisor of their intent.

POSITION TITLE	DIVISION	LOCATION	# OPEN	POST DATE	FT or PT	HOURS/ WK	Comments
Administrative							
Bookkeeper II	Mary St	Mary St. -Utica	1	1/22/10	FT	35	Monday-Friday, Associates degree in Accounting or Finance required.
Administrative Assistant	Kelberman Center	Kelberman Center-Utica	1	2/8/10	FT	40	Monday-Friday, A.A.S. Degree or High School plus specialized training.
Secretary I	Eastside Center	Utica	1	3/8/10	FT	35	Monday-Friday, 1-3 years of related administrative experience.
Purchasing Assistant	Mary St.	Utica	1	3/8/10	FT	35	Monday-Friday, Associates Degree in Business, 1-3 years of experience
Therapy							
Registered Occupational Therapist	Tradewinds	Utica	1	03/08/10	FT	35	Candidates must have NYS license as an Occupational Therapist opportunities available in School Age or Preschool programs.
	Tradewinds	Utica	0.5	08/18/09	PT	17.5	
	Early Childhood	Utica	1	03/08/10	FT	35	
Physical Therapist	Early Childhood	TBD	1	02/08/10	FT	32.5	Candidates must have NYS license as an Physical Therapist
Education							
Special Education Teacher	Promise Program	Armory A - Utica	1	01/22/10	FT	35	Candidates must have NYS Cert. Special Education Birth-2, Experience with Autism Spectrum Disorders preferred
Special Education Teacher	Early Childhood	Chadwicks	1	02/01/10	FT	32.5	Candidates must have NYS Cert. Special Education Birth-2, 10 month program
Special Education Teacher		Rome	2	10/02/09	FT	35	Candidates must have NYS Cert. Special Education in 1-6, 5-9, or 7-12
Teacher Assistant		Utica	1	02/19/10	FT	32.5	Monday-Friday 12 month School Schedule. Must have NYS Certification as a Teacher's Assistant

School Aide	Tradewinds	Utica	2	02/19/10	PT	15	Monday-Friday regular 12 month flexible schedule.
		Utica	2	02/19/10	FT	32.5	Monday-Friday 12 month School Schedule
		Rome	2	02/19/10	PT	15	Monday-Friday regular 12 month flexible schedule.
Promise Aide	Promise Program	Utica	1	02/26/10	FT	32.5	8:00am-3:00pm Monday-Friday 12 month School Schedule
Day Care Aide	New Discoveries	Rome	2	1/22/2010	FT	40	9:00am-5:30pm Monday-Friday temporary position candidates with CDA or two year degree in Early Childhood preferred.
Day Care Teacher Assistant		Utica	1	2/1/2010	FT	40	9:00am-5:30pm Monday-Friday candidates with CDA or two year degree in Early Childhood preferred.
Day Care Teacher Assistant		Rome	1	2/26/2010	FT	40	9:00am-5:30pm Monday-Friday candidates with CDA or two year degree in Early Childhood preferred.
Social Worker	Kelberman Center	Utica	1	2/12/2010	FT	35	Must have New York State License as a LMSW or LCSW.
Behavior Specialist Assistant	Rome Tradewinds	Rome	1	2/26/2010	FT	35	TEMPORARY POSITION
Mental Health Support/Health Care							
Licensed Nurse Practitioner	CHBS	Utica	1	11/23/09	FT	35	NYS license as a Family Nurse Practitioner
Psychiatric Nurse Practitioner			1	11/09/09	FT	35	Current New York State License as a Nurse Practitioner in Psychiatry
Social Worker			1	03/08/10	FT	35	Must have New York State License as a LMSW or LCSW.
Leadership							
Director of Education	Tradewinds	Utica	1	2/19/2010	FT	35	Master's degree in education and certification as a School Administrator
Coordinator of Community Services	Community Services	258 Genesee St-Utica	1	2/12/2010	FT	35	Qualified candidates must have bachelors degree psychology of a related and QMRP status. Candidates must be organized and have experience with a variety of regulatory bodies in a compliance sensitive environment.
Director of Purchasing	Mary St	Mary St. -Utica	1	02/12/10	FT	35	Candidates must have Bachelor's Degree in Accounting or Business related field and 5 years of purchasing experience in a non-profit.
Residence Manager / Recreation. Specialist	Adult/Community	Hall - Sauquoit	1	04/14/09	FT	40	Schedule would vary with program needs.
Residence Manager	Children's Residential Programs	Gildersleeve - Utica	1	01/08/10	FT	40	Associates degree and 1-3 years of experience in a group home setting
		92 Geiger Road-Rome	1	02/01/10	FT	40	
		126 Brookley Road -Rome	1	11/23/09	FT	40	
	Adult / Community	Poland IRA-Poland	1	02/09/10	FT	40	evenings and every other weekend

Nursing

Licensed Practical Nurse	Adult / Community	D'Amico	1	2/26/2010	FT	36	Overnight & every other weekend
		W. Thomas IRA-Rome	1	12/07/09	FT	TBD	Evenings and every other weekends
		W. Thomas IRA-Rome	1	02/19/10	FT	36	7:00am-7:00pm 3 days per week
Licensed Practical Nurse	Adult / Community	Kilbane - Utica	1	01/15/10	FT	40	3:00pm-10:00pm and 2:00pm-10:00pm every other weekend
		Faith Based-Lowville	1	02/01/10	PT	24	Evenings and every other weekends
		Poland IRA-Poland	1	02/09/10	FT	40	Evenings and every other weekends
			1	2/1/10	FT	40	6:30am-3:00pm and 7:00am-3:00pm every other weekend
	CHBS	CHBS-Utica	1	3/8/10	FT	40	Monday-Friday
	Early Childhood	Clinton Preschool	1	2/8/10	FT	30	Monday -Friday days
Registered Nurse	All Programs	Various	1	11/09/09	FT	40	NYS license as a Registered Nurse

Community Habilitation Aids

Community Habilitation Aide	Waiver Department	Poland	1	02/19/10	PT	2	Earn \$11.00 an hour as a Community Habilitation Aide!+
		Utica	1	02/19/10	PT	2	
		Syracuse	1	02/19/10	PT	2	
		Utica	1	02/19/10	PT	4	
		Rome	1	02/19/10	PT	3	
		Cazenovia	1	02/19/10	PT	2	
		Oneida	1	02/19/10	PT	4	
		Hamilton	1	02/19/10	PT	10	
		W. Carthage	1	02/19/10	PT	5	
		Whitesboro	1	02/19/10	PT	4	
		New Hartford	1	02/19/10	PT	2	
		New Hartford	1	02/19/10	PT	3	
		Rome	1	02/19/10	PT	2 / 5	
		Oriskany Falls	1	02/19/10	PT	2	

		New York Mills	1	02/19/10	PT	3		
		Utica	1	02/19/10	PT	2		
Human Services Professional								
Residence Counselor / Human Service Aide	Adult/Community	Colenzo/Armory - Utica	1	09/18/09	PT	27	Days every other weekend	
		Morrisville/Rosewood IRA	1	03/08/10	FT	36	9:00am-9:00pm every other weekend	
Recreation Specialist		Ullman/Kilbane	1	01/15/10	FT	40	2:00pm-10:00pm Every other weekend 2:00pm 10:00pm	
		Jones IRA - Barneveld	1	12/07/09	FT	40	2:00pm-10:00pm Every other weekend 2:00pm 10:00pm	
Housekeeper		Sheehan-Boonville	1	1/22/2010	PT	20	10:00am-2:00pm	
Residence Counselor		Children's Residential Programs	Gildersleeve - Utica	1	1/5/2010	FT	40	6:30am-2:30pm Every other weekend 6:30am-2:30pm
				1	09/02/09	PT	18	Mornings and Every other weekend
				1	10/30/09	PT	20	Part Time Evenings and Every other weekend
				1	11/23/09	FT	40	Overnights and Every other weekend
			Coral - Utica	3	09/09/09	PT	8	Every other weekend
	Dimeo - Utica		1	12/22/09	PT	8	Every other weekend	
	120 Brookley Road - Rome		1	01/15/10	PT	8	6:30am-2:30pm every other weekend	
	124 Brookley Road -Rome		1	10/30/09	PT		Evenings and Every other weekend	
	Albert ICF-Rome		1	02/01/10	PT	8	Mornings every other weekend	
			1	02/01/10	PT	15.5	Mornings every other weekend	
			1	02/01/10	PT	18	Mornings every other weekend	
			1	02/01/10	FT	40	6:30am-2:30pm Every other weekend 6:30am-2:30pm	
	126 Brookley Road -Rome		1	02/26/10	FT	40	Temporary position 2:30pm-10:30pm every other weekend	
	90 Geiger Road		1	03/08/10	FT	18	6:30am-2:30pm Every other weekend 6:30am-2:30pm	
			1	03/08/10	FT	18	6:30am-2:30pm Every other weekend 6:30am-2:30pm	

		92 Geiger Road-Rome	1	02/12/10	FT	35	2:30pm-9:30pm Every other weekend
			1	02/12/10	FT	35	2:30pm-9:30pm Every other weekend
Residence Counselor	Adult/Community	D'Amico - Marcy	1	09/18/09	PT	24	Evenings & Every other weekend 3:00pm-11:00pm
			1	10/21/09	PT	8	3:00pm-11:00pm every other weekend
		Eaton	1	11/23/09	PT	20	overnights -NO WEEKENDS
		Femia - Utica	1	10/14/09	FT	40	3:00pm-11:00pm & Every other weekend AMAP needed
		Sheehan-Boonville	1	01/08/10	PT	8	Every other weekend 2:30pm-10:30pm
		Gosling-Boonville	1	02/12/10	PT	18	Evenings and 2:30pm-9:00pm every other weekend
			1	02/12/10	PT	10	11:00am-9:00pm and every other weekend
			1	02/12/10	PT	6	3:00pm-9:00pm and every other weekend
			1	02/12/10	PT	15	6:30pm-9:00am and 3:00pm-11:00pm every other weekend
		Residence Counselor	Adult/Community	Hall IRA-Sauquoit	1	02/26/10	FT
Hamilton	1			10/02/09	PT	13	Every Friday 3:00pm-9:00pm & Every other weekend
	1			10/02/09	PT	14	9:00am-3:00pm Tues/Thurs & 3:00pm-11:00pm Every other weekend
	1			11/23/09	PT	8	3:00 - 11:00 every other weekend
Jones IRA - Barneveld	1			02/08/10	FT	35	AMAP position 2:30pm-9:30pm and 2:00pm-10:00pm every other weekend
	1			12/07/09	PT	20	6:30am-9:30pm 6:30am-2:30pm every other weekend
	1			12/07/09	PT	20	2:00pm-10:00pm and Every other weekend
	1			02/26/10	FT	35	9:00pm-7:00am and Every other weekend
	1			02/26/10	FT	35	9:00pm-7:00am and Every other weekend
Kilbane - Utica	1			02/01/10	PT	16	2:00pm-10:00pm Every other weekend
	1			09/02/09	PT	8	2:00pm-10:00pm Every other weekend
Lowville	1			06/05/09	PT	16.5	Evenings & Every other weekend Sat 1:00pm-9:00pm, Sun 3:00pm-11:00pm
	2			10/21/09	PT	12	Every other weekend 9:00am-9:00pm

Residence Counselor	Adult/Community	Niagara-Utica	1	10/14/09	PT	14	days and every other weekend
			1	10/30/09	PT	15.5	days and every other weekend
			1	11/09/09	PT	8	2:30 -10:30 every other weekend
		Pleasant St. IRA-Utica	1	02/12/10	PT	16	Every Thursday 3:00pm-11:00pm and every other weekend 3:00pm-11:00pm
		Poland IRA-Poland	1	02/19/10	PT	20	Evenings and every other weekend
		Rome-Oriskany IRA-Rome	1	02/26/10	FT	36	8:30pm-8:30am and every other weekend
		Rosewood-Canstota	1	02/01/10	FT	40	Overnights
		Ullman IRA- Stitville	1	02/26/10	PT	8	3:00pm-11:00pm and every other weekend
		West Thomas Street-Rome	1	02/18/10	PT	14	Evenings and every other weekend