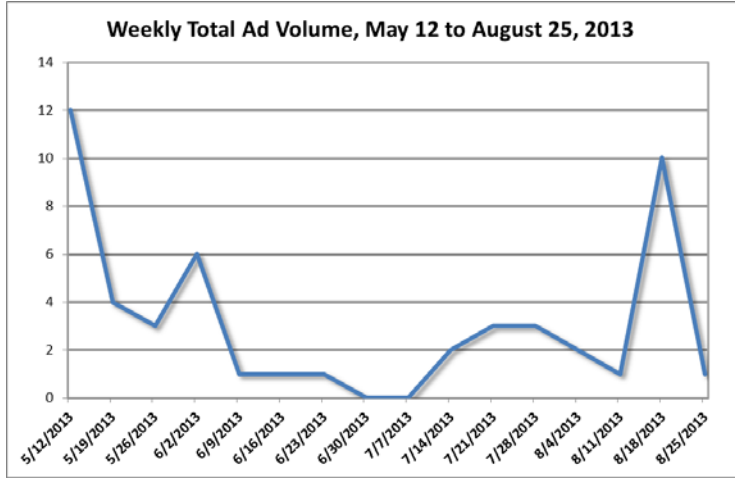


**CUNY CAREERPATH**  
**REAL-TIME REPORT & SAMPLE JOB ADS**  
**Developmental Disabilities Aide**  
**SEPTEMBER 2013**



**Ad Volume.** Over the past sixteen weeks, an average of three developmental disabilities aide<sup>1</sup> jobs per week has been posted in the metro area. Demand was highest in the week of May 12, with twelve job ads. In the weeks of June 30 and July 7, no jobs were posted.

**NOTE:** The remaining narrative and tables in this report contain the results of a search of online ads for Developmental Disabilities Aides over the past three months, from June 15 to September 12, 2013.

**Other titles.** Other than Developmental Disabilities Aide, the most commonly advertised job titles were Residential Aide, Direct Care Aide, Direct Support Assistant, and Residential Aide.

**Job Location.** In the past three months, a majority of postings from employers in the metro area were in New York City (including Brooklyn in the table to the right).

**Hiring Difficulty.** Wanted Analytics scores occupations according to a “hiring scale,” which takes into account the number of current workers in the occupation, the number of employers hiring, local unemployment rates, and pay that is offered, among other factors. According to this scale, Developmental Disabilities Aides are *moderately easy* for employers to recruit and hire. The average posting period is 39 days.

**Wages.** Of the ads specifying salary ranges, a majority offered between \$23,800 and \$29,100 per year.

**Skills, Tools, and Technologies.** Skills, tools, or technologies mentioned in job ads for Developmental Disabilities Aides were crisis intervention techniques and bilingualism.

<b>New York</b>	<b>16</b>
New York	8
Brooklyn	6
Mineola	2
<b>New Jersey</b>	<b>11</b>
Toms River	2
Newton	2
Hackensack	2
Paterson	2
Somerset	1
Freehold	1
Newark	1
<b>Total (2)</b>	<b>27</b>

<sup>1</sup> This occupation report is based on a search for the keywords “Developmental Disabilities Aide,” “Residential Aide,” “Habilitation Aide,” “Direct Care Aide,” and “Direct Support Assistant.”

Industry	Volume
<b>Health Care and Social Assistance</b>	<b>2</b>
Other Residential Care Facilities	2
<b>Administrative and Support and Waste Management and Remediation Services</b>	<b>2</b>
Employment Placement Agencies	2
<b>Public Administration</b>	<b>1</b>
Administration of Education Programs	1
Unclassified & Other	17
<b>Total</b>	<b>27</b>

**Certifications.** Credentials mentioned in employer ads during the past three months included First Aid and Certification in Cardiopulmonary Resuscitation (CPR).

**Industry.** Most of the employers advertising during this period did not specify which industry they were in. The remaining ads were placed by residential care facilities, employment agencies, or public sector educational administration.

**Online advertisers.** The websites advertising the most openings for Developmental Disabilities Aides were craigslist, backpage, Regional Help Wanted, Beyond.com, and Net-Temps. Career counselors and jobseekers should add these sites to their list of resources.

**Employers.** Most ads (generally those advertised in Craigslist) did not specify employer names. The remaining ads were placed by Common Ground, Access Staffing, and Phipps Community Development Corporation.

### CURRENT QUARTER

Advertiser	Volume
Common Ground	2
Access Staffing	2
Phipps Community Development Corporation	1
Unspecified	22
<b>Total (4)</b>	<b>27</b>

### PREVIOUS QUARTER

Advertiser	Volume
New York State Civil Service	7
Access Staffing	4
Services for the Underserved	3
Common Ground	2
Housing Bridge	2
93rd Avenue Family Residence	1
Rose McCarthy Family Residence	1
Women In Need, Inc.	1
Staffing Plus	1
Other & Unspecified	23
<b>Total (10)</b>	<b>45</b>

## SELECTED JOB ADS

### Residential Aide Andrews (Common Ground)

#### General Info

Employer: Common Ground  
Location: New York, New York  
Occupation: Social and Human Service Assistants  
WANTED ID: 331277470  
First Posted: July 17, 2013  
Last seen: Yesterday

#### Additional Info

Salary: \$31,000  
Job Type: Part-Time; Full-Time  
Diversity friendly: Unknown

#### Description

**JOB DESCRIPTION:** Assist in ensuring effective front office operation of the facility. Clerical duties may be assigned in accordance with the office procedures of the program. Maintain program stability by providing support, assistance, and monitoring of the premises.

**ESSENTIAL DUTIES:** Monitoring of residents; making hourly rounds with security wand, and maintaining a safe, stable housing environment Provide residents with access to their medication Answer telephone calls, direct calls, take messages, answer questions, and provide information Reporting and documentation of incidents, crisis intervention , communicating with On-call management team Record keeping including documentation of daily attendance, shift report, bed count, visitors, writing progress notes as needed, etc. Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations. Circulate among residents, visitors, or employees to preserve order and protect property Urine Drug Screen (UDS) collection/assignment, complete property and room searches as needed, and distribute mail Screen residents and visitors and packages to prevent passage of prohibited articles into residence Use company vehicle to transport residents to and from appointments in the community and as directed by program management. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:** Two to four years related experience Skills & Abilities Proficiency with Microsoft Office Suite Education High School Graduate or General Education Degree (GED) required, Associates degree preferred Experience CPR and First Aid certifications a plus. Valid New York State Driver's License or equivalent. Experience working with homeless population and with Veterans helpful. Common Ground is an Equal Opportunity Employer.

#### References

Site: Corporate Site  
URL: [https://www4.recruitingcen...ofile&Job\\_Id=10154&esid](https://www4.recruitingcen...ofile&Job_Id=10154&esid)

## Residential Aide (Phipps Community Development Corporation)

### General Info

Employer: Phipps Community Development Corporation  
Location: New York, New York  
Occupation: Social and Human Service Assistants  
WANTED ID: 334567762  
First Posted: July 26, 2013  
Last seen: August 03, 2013

### Additional Info

Salary: \$24,000  
Job Type: Full-Time  
Diversity friendly: Unknown

### Description

Phipps Community Development Corporation believes that people thrive in vibrant communities where there are genuine opportunities. Our mission is to help individuals and families access academic, economic, and civic opportunities that enhance their ability to strengthen their neighborhoods, succeed at school and work, raise healthy families, and become engaged members of their communities. As the oldest and largest not-for-profit provider of affordable housing in New York City, Phipps Houses recognizes that building enduring communities requires more than bricks and mortar; and in 1972, Phipps Houses formed Phipps Community Development Corporation, an affiliated human services organization. Phipps CDC was founded to serve the individuals and families living in Phipps Houses buildings and the surrounding neighborhoods. At the present time, Phipps CDC serves neighborhoods in West Farms, Melrose and Morrisania in the Bronx, and Bellevue South in Manhattan. Through the combination of affordable housing and human services, the Phipps family of companies continues to help the people of New York City build healthy communities.

Qualifications: High School Diploma or Equivalent. Preferred 8 hr & 16 hr. Security Guard Certification. NYS Security Guard License. Fire Safety Coordinator License / F80. One to Two Year's Experience. Primary Function: Maintains front door security and supervises residents living in transitional housing (Tier II or Next Step shelter). Ensure adherence to program and facilities a secure and functional environment for the residents.

Duties and Responsibilities: Monitors all residents, staff and visitors entering and leaving the facility. Answers telephone and directs calls to appropriate staff member and/or department. Welcomes and introduces new families as they arrive and, in the absence of an onsite counselor, does preliminary intakes, and reviews house rules. Prepare intake packages for new families. Conducts vertical tours of the facility. Manages fire safety and other emergency procedures Monitors fire alarm system and conducts fire drills. Makes daily rounds of the apartments. Maintains daily, school attendance, visitor and resident sign in logs. Conducts apartment inspections and pre-and post-vacancy apartment inventory. Assists with clerical, maintenance or recreational duties as skill and time allow. Prepares incident reports and enter them into the electronic data collection system. Perform other tasks as deemed necessary by the Program Director or the Senior Residential Aide.

### References

Site: Idealist  
URL: <http://www.idealist.org/view/job/32g2623kX3w8d>

## Direct Care Aide (Access Staffing)

### General Info

Employer: Access Staffing  
Location: Brooklyn, New York  
Occupation: Home Health Aides  
WANTED ID: 338507171  
First Posted: August 07, 2013  
Last seen: September 06, 2013

### Additional Info

Salary: \$23,000  
Job Type: Full-Time  
Diversity friendly: Unknown

### Description

DIRECT CARE AIDES NEEDED!! BROOKLYN Multiple shifts available for experienced DCA! MUST have experience working with Developmental Disabled clients. Be able to assist with daily living skills and goals. Qualified candidates should be able to work weekdays and on weekends. Excellent Compensation. SEND YOUR RESUME FOR IMMEDIATE CONSIDERATION!! Job Snapshot: Employment Type: Full-Time. Job Type: Health Care. Education: Not Specified. Experience: Not Specified. Manages Others: Not Specified. Industry: Healthcare - Health Services. Required Travel: Not Specified.

### References

Site: CareerBuilder  
URL: <http://www.careerbuilder.com/job/did=JHM0Z36W4FHKB6DNRDD>

*This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.*

**SOURCE** | NYCLMIS analysis of data from Wanted Analytics' Hiring Demand Dashboard, Talent Requirements, and Talent Sourcing applications.

