

*"I like being part of an agency that is moving forward."*

Employment Services Staff

## ***Be Successful At The Arc***

### **Benefits of Full Time Employment at The Arc**

All employees, regardless of the number of hours they work, receive free training. Employees become eligible to participate in other benefits based on the number of hours they work each week. The benefits available for full time employees regularly scheduled to work 35 hours or more per week include:

- ✓ A tax-deferred annuity plan (403b)
- ✓ Vacation and sick leave
- ✓ Two personal leave days per year
- ✓ Eleven paid holidays per year
- ✓ Life insurance (Paid for by the agency)
- ✓ Health insurance (The agency pays 80% of the premium for individual coverage and pays 50% of the premium for husband/wife, parent/child(ren) or family coverage)
- ✓ Dental insurance (The agency pays 80% of the premium for individual coverage and pays 50% of the premium for husband/wife, parent/child(ren) or family coverage)
- ✓ Long term disability insurance (Paid for by the agency)
- ✓ Credit Union Membership with Aberdeen Proving Ground Federal Credit Union
- ✓ Tuition reimbursement (*Applies only to benefits available through State Scholarship Programs*)
- ✓ Wellness Program

### **Benefits of Employment at The Arc- Part Time**

All employees, regardless of the number of hours they work, receive free training. Employees become eligible for other benefits based on the number of hours they work each week. For employees who are regularly scheduled to work between 20 and 35 hours each week, these benefits include:

- ✓ A tax-deferred annuity plan (403b)
- ✓ Pro-rated\* vacation and sick leave
- ✓ Pro-rated\* personal leave each year
- ✓ Eleven pro-rated\* paid holidays per year
- ✓ Credit Union Membership with Aberdeen Proving Ground Federal Credit Union
- ✓ Tuition reimbursement (*Applies only to benefits available through State Scholarship Programs*)
- ✓ Wellness Program

\*Pro-rated benefits are granted based on the number of hours that an employee is regularly scheduled to work each week.

*"I enjoy working here not because we are a perfect group working for the ideal goal but because we are a group of ordinary people with extraordinary vision striving to do our best."*

Family Services Staff



*"I love having the opportunity to work for an organization where the vision is big! In our jobs, we have the chance to look beyond the day to day. We get to participate in activities, committees, and efforts that make our entire community a better place . . .and that **makes** life better for people with disabilities".*

Workforce Development & Support Strategies Staff

## **The Employment Process**

Committed to meeting The Arc's goals as laid out in our strategic plan, we continue to evolve as a agency that builds partnerships and community connections to better support people with developmental disabilities and their families. The Arc continues to make strides in building a well-trained, enthusiastic workforce who is consistently improving their quality of service and support and could not have achieved our goals without this dedicated staff who continue to make a difference. If you see yourself fully committed to this culture of service and support for people with developmental disabilities, please consider applying on-line or in person- for one of our job opportunities.

The Arc is an Equal Opportunity Employer. Our hiring process involves the following steps to ensure that all potential employees are treated fairly and in accordance with state and federal laws:

- 1. Application / resume submission.** Applications are accepted online and in person at The Arc. Please click on Career Center at The Arc's website ([www.arcncr.org](http://www.arcncr.org)) to view current openings and to apply for any open position for which you may qualify.
- 2. Interviews.** Candidates selected for on-site interviews are normally notified by phone within 2 weeks of submitting their resume or application.
- 3. References and Criminal Background Checks.** We check employment references with prior employers for all candidates under serious consideration. Criminal background checks are required for all positions. All confirming offers are contingent upon successful completion of these checks.
- 4. Confirming Offers.** After completing the steps outlined above, a representative from the Human Resources Department will confirm the job offer, determine a mutually acceptable start date and arrange the orientation sessions.

For more information about employment opportunities at The Arc, contact Jamaica Cosby, Human Resources at 410-879-6785 or [employment@arcncr.org](mailto:employment@arcncr.org)