

# PATHFINDER ★ VILLAGE

## Music and Expressive Arts Specialist

Pathfinder Village is accepting applications for a full-time Music and Expressive Arts Specialist. Job duties include support of enrichment programming, primarily in music and expressive arts through a person-centered approach. Hours include some evenings and weekends.

Qualified individuals must possess a BS or BA, preferably in music, a valid NY State driver's license, and basic writing and computer skills. Experience in the OPWDD field is preferred but not required. Pathfinder Village provides staff training from on-site clinicians and consultants specializing in supporting individuals with intellectual and developmental disabilities.

## Administrative Assistant

Reporting directly to the Chief Administrative Officer (CAO), this Administrative Assistant position will provide high-level administrative support to the CAO and related departments such as Corporate Compliance, IT, and Adult Day Services. The Administrative Assistant will be responsible for: tracking critical deadlines to maintain agency certifications, inspections, other regulatory requirements; analyze organizational systems to streamline administrative processes; coordinate special projects, prepare written reports, engage with various internal/external stakeholders, conduct internal quality assurance audits, and research regulatory/public policy. This position requires excellent verbal and written communication skills; strong organizational skills with the ability to multitask; high degree of proficiency with computers, Microsoft Office and other office technology; and the ability to maintain a high degree of confidentiality. Bachelor's degree preferred but will also consider applicants with HS Diploma/GED and one year relevant experience.

## Direct Support Professionals

**\*\*\$1,000 SIGN ON BONUS FOR OVERNIGHT SHIFTS\*\***

**\*\*New pay scales with higher starting wages\*\***

**\*\*Retention bonus every 6 months for the first 3 years of employment\*\***

Pathfinder Village presently has 12-hour shift openings for Direct Support Professionals. Primary responsibilities include providing direct care and residential guidance/supports for individuals living with intellectual and other disabilities within an open-access community setting. Additional duties involve advocating and supporting informed choices of individuals within the greater community. Strong record keeping skills, local travel, flexibility, and a commitment to ongoing job training are required.

Shift differential and 3 - 4 day work week. No prior work experience is required. Competitive wages and excellent benefits are offered.

**Please apply at <https://pathfindervillage.org/employment> or  
send your resume to: [hr@pathfindervillage.org](mailto:hr@pathfindervillage.org)**