



Pathways, Inc.

we put people first

Pathways, Inc. is a not-for-profit human service organization serving individuals and families across the Finger Lakes, Southern Tier, and Rochester, New York areas by providing an array of services through our core programs including, Children and Family Services, Community and Habilitation Services, Educational and Contracted Services, and Residential Services. More specific information may be found on our website www.pathwaysforyou.org.

I applied to Pathways, Inc. as a college student in need of job that was flexible with my class schedule. Over the 10 years that followed, I've worked in three different departments within the agency and have received several promotions along the way. What started as just a job has turned into a rewarding career.

I hope you will consider Pathways, Inc. as you begin or continue your career journey! Many of you may not know about Pathways, Inc. or fully understand what it is. I didn't know until the day before I applied for my first position. After almost 11 years of employment with Pathways Inc., the biggest reasons I now advocate working here are: the growth opportunities, the awesome benefits, and the excitement of working with the people. I would like to take the opportunity to talk to you about why I am such a big proponent of Pathways.

I have included:

- an overview of our benefits
- our current career opportunity openings
- information on our current sign-on bonus

Pathways, Inc. provides multiple opportunities for employment in the areas of Children and Family Services, Community and Habilitation Services, Educational and Contracted Services, and Residential Services, with excellent compensation and benefits.

Regular Vacation Time

Eligibility: Regular Part Time Employees (21 hours/wk. +)

Regular Full Time Employees

Upon satisfactory completion of your orientation period, you may begin to use accrued vacation.

Employees accrue the equivalent of 10 workdays per year, pro-rated according to the number of hours normally scheduled per week. You may accrue regular vacation time up to a maximum of the equivalent of 20 workdays per year. Upon completion of 3 years of employment, you will begin accruing the equivalent of 13 days, pro-rated to the number of hours normally scheduled per week.

Upon separation of employment, accrued regular vacation time is paid.

Bonus Vacation Time

Eligibility: Regular Part Time Employees (21 hours/wk. +)

Regular Full Time Employees

Bonus vacation days awarded at the rate of one bonus day for every year of service through the completion of one through four years of continuous employment. The amount is pro-rated according to normal week's work schedule.

After completion of the following years of continuous employment, bonus vacation days awarded on your anniversary date based on the scale below:

5 to 9 years 5 bonus days

10 to 14 years 6 bonus days

15 to 19 years 7 bonus days

20 to 24 years 8 bonus days

25 years (+) 9 bonus days

You may maintain an unlimited amount of bonus vacation days in your bank; however, any unused bonus vacation time upon separation of employment forfeited.

Personal Leave

Eligibility: Regular Part Time Employees (21 hours/wk. +)

Regular Full Time Employees

Upon satisfactory completion of your orientation period, you may begin to use available personal time.

Up to the equivalent of 3 days per year granted to accomplish personal business or for emergencies. The balance of personal leave remaining on your anniversary date of employment converted to sick leave.

Sick Leave

Upon satisfactory completion of your orientation period, you may begin to use accrued sick time for personal sickness or injury.

Employees accrue the equivalent of 10 workdays per year, pro-rated according to the number of hours normally scheduled per week. Upon completion of 3 years of employment, you will begin accruing the equivalent of 13 days, pro-rated to the number of hours normally scheduled per week.

There is no cap on the number of days you may accumulate.

Agency Observed Holidays

Pathways, Inc. observes the following holidays:

New Year's Day

Independence Day

Memorial Day

Labor Day

Thanksgiving Day
Day after Thanksgiving
Christmas Day

In addition to the holidays scheduled above, four additional holidays designated by the program; or given to you to use as **Optional Holidays**.

Medical Insurance

Eligibility: Regular Full Time Employees

Plans: Excellus BlueCross BlueShield (PPO) and High Deductible Health Plan (HDHP)

Highlights: Pathways, Inc. offers a very comprehensive medical plan with two options for you and your family.

Cost: The Agency and employee share cost.

Dental Insurance

Eligibility: Regular Full Time Employees

Plan: Guardian Insurance Company

Highlights: Preventative is covered at 100%, in addition to many other value-added benefits.

Cost: The Agency and the employee share cost.

Vision Insurance

Eligibility: Regular Full Time Employees

Plan: Davis Vision

Highlights: Eye Examinations—Eyeglasses—Frames—Contact Lenses and much more; with little to no co-payment, with value-added features like breakage warranty at no additional cost.

Cost: The Agency and the employee share cost.

Group Term Life and Accidental Death and Dismemberment Insurance

Eligibility: Regular Full Time Employees

Plan: Guardian Insurance Company

Highlights: Pathways, Inc. pays the premium for basic Group Term Life and AD/D insurance plan for the term of your full-time employment. **Coverage** is 2 times your annual salary rounded to highest multiple of 1,000 and is recalculated annually.

Cost: None for the employee.

Long-Term Disability (LTD) Insurance

Eligibility: Regular Part Time Employees (30 hours/wk. +)
Regular Full Time Employees

Plan: Guardian Insurance Company

Highlights: LTD Insurance provides income protection to you in the event a disability prevents you from working for more than 180 days. Employees may elect LTD Coverage upon hire. **Coverage** is equal to 60% of your monthly earnings, minus any other income benefits up to a maximum period as specified by the Plan.

Cost: Employee pays premiums calculated based on your age and annual salary and is recalculated annually.

Supplemental Insurance

Eligibility: Regular Full Time/Part Time Employees

Plan: Combined Insurance Company

Highlights: Short-Term Disability, Accident, Term Life, Accidental Death/Dismemberment, Critical Illness, Specified Disease and Universal Life insurance is available to eligible employees after 6 months of employment. Coverage is portable.

Cost: Employee pays 100%.

Employee Assistance Program (EAP)

Eligibility: ALL Employees

Plan: NexGen EAP

Highlights: Short term Employee Assistance Program (EAP) counseling is available (both in person, telephonically and video) through our global network of behavioral health providers. The benefit is short term in nature and clinically driven up to 8 face to-face counseling sessions per issue per year are included (telephonic or video counseling sessions may be substituted for face to face services upon request).

Cost: Your free, CONFIDENTIAL, 24/7 Total Wellbeing EAP benefit includes: immediate connection to a Mental Health Professional and counseling referrals (www.nexgeneap.com or use the mobile app: Balance Benefits)

Pathways, Inc. Employee Retirement Plan

Eligibility: ALL Employees

Plan: John Hancock Retirement Services

Highlights: The 401(k) Pathways, Inc. Employee Retirement Plan has been designed to provide you with many valuable advantages – advantages that can save you money today as well as providing for a secure future.

By participating in the plan, you:

Build a great source of retirement income

Lower your current taxable income

Pay no taxes on earnings until you withdraw

Take advantage of professional fund management as you elect where to invest your money

Take advantage of employer matching contribution when you become eligible

Access information about your account through the John Hancock website at www.jhancocknypensions.com

Cost: Pathways, Inc. provides a discretionary employer contribution annually and a matching contribution to eligible participants. Employees may contribute to the 401K retirement plan from their own income.

Credit Union Memberships

Eligibility: ALL Employees

Credit Union: Corning Federal Credit Union

Highlights: Employees have the option to become a member at the above federal credit union and enjoy all the benefits of being a credit union member.

Cost: None for the employee.

Flexible Spending Account (FSA)

Eligibility: Regular Full Time Employees

Plan: Benefit Resources

Highlights: An FSA allows you to pay for anticipated everyday health and dependent care expenses with pre-tax dollars. You elect to contribute a set amount each pay period during the plan year. Then as you incur allowable expenses throughout the year, present your Flexible Spending Card for point of service reimbursement or submit for reimbursement through the mail.

Cost: Employee pays the full premium.

Tuition Reimbursement

Eligibility: All Employees (21 hours/wk. +)

Highlights: After one year of employment, you are eligible for reimbursement for your approved education courses taken during off-duty hours. Reimbursement based on your course grade. The maximum reimbursement is \$2,000 per year.

Cost: Any money paid for tuition reimbursement will be in the form of an advance. The advance is forgiven provided you continue working for Pathways, Inc. for at least one (1) year after completing the course.

Employee Paid Time Off (PTO)

Employees may take time off from work for vacations, holidays, optional holidays, personal, and sick time.

Our current openings and how to apply:

https://www.pathwaysforyou.org/current_employment_opportunities

Here are some positions that are great for graduating seniors.

Kids Adventure Club Staff supervise children in program, complete health checks/documentation, engage students in arts/crafts, planned activities, and homework assistance. They communicate with supervisor and parents regarding the child's day, address any concerns that arise. The schedule is generally before/after school, however, at this time we are also operating a Learning Center that provides full day care for children of Corning Inc. Employees during school hybrid scheduling as a result of COVID.

- Candidates must be 17 years of age
- HS Diploma or Equivalent Required, an exception may be made if graduation is within the upcoming months and program may accommodate with staffing
 - o [Program Aide](#)

Erwin Child Family Center Staff supervise children in program, complete health checks/documentation. Plan and Implement Curriculum of activities designed to promote Growth and Learning within age appropriate classrooms. Communicate with Teachers/Aides/Director and Parents regarding child's day and any concerns that arise. The center is open from 6am through 6pm Monday through Friday.

- Candidates must be 18 years of age
- HS Diploma or Equivalent Required
- Experience working with Children preferred
 - o [Teacher Aide](#)

Residential Program/Supported Employment/Day Habilitation (Working with Adults with Developmental

Disabilities) Staff supervise individuals in program, complete health checks/documentation, and work with individuals on daily living skills to increase independence, such as developing/supporting hygiene needs, implementing arts/crafts and other activities, going on outings within the community to develop social and interaction skills, money management (budgeting for needs, correct monetary values, receipts etc.), addressing any behaviors that arise and alternate ways of communication, identifying where to go for transportation. Supported Employment also develops job skills, meeting with individual and employers to bridge barriers and promote lasting employment.

- Candidates must be 18 years of age
- Valid Driver's license is Required, there may be some exceptions for Relief (per diem) or Overnight Staff
- Experience working with individuals with developmental disabilities preferred
 - o [Residence Counselor](#) (Multiple Sites Corning/Elmira/Painted Post, see website for full listing), [Habilitation Aide](#) (Corning, or Horseheads), [Community Habilitation Aide](#), [Employment Specialist](#)

Therapeutic Foster Care/ Children Family Services Staff provide support to families/foster families engaging youth in activities in the home or community designed to give child/family a break from one another. Staff work on identifying where youth can go for support for any issues they are experiencing, identifying how to communicate and handle stressors in a more effective manner. Staff work with youth 1:1 or in smaller groups.

- Candidate must be at least 18 years old
- Valid Driver's license is required
- Staff will use their personal vehicle to travel to families homes/outings (mileage reimbursement available)
 - o [Youth Service Provider](#)

We currently have a sign-on bonus for Residence Counselors and Shift Supervisors:

What does a Residence Counselor do? The Residence Counselor is responsible for the actual implementation of each individual's Individualized Program Plan as determined by the individual and his/her Service Planning Team. This includes, but is not limited to; ongoing teaching/assisting with community integration, social and recreational activities, money management, transportation, behavioral needs, and overall health and well-being of the individual.

What does a Shift Supervisor do? The Shift Supervisor is responsible for input into evaluations and training for Residence Counselors. This position provides direct services and ensures that Individualized Program Plans are carried out as stated, as well as ensures that all required documentation is completed.

Why Pathways, Inc.? \$1,000/\$500 Sign-on Bonus

Full time (over 35 hours per week) Residence Counselor and Shift Supervisor positions will receive a \$1,000 sign-on bonus, \$300 after 6 months of employment and \$700 after 12 months on the job. Part time and relief (average 20 hours per week) Residence Counselor and Shift Supervisor positions will receive a \$500 sign-on bonus, \$150 after 6 months and \$350 after 12 months. Transfers into Residential Services are eligible, as are rehires, if they have been gone for over a year. ***This sign-on bonus is available for anyone hired for these positions from April 1 through June 30, 2021.***

Competitive Pay & Benefits Competitive pay and generous medical and health benefits, including medical, vision, dental, and EAP services.

Supportive Workplace Environment Knowledgeable and supportive staff available to support you through group staff meetings and individual supervision. Ongoing training and program meetings.

Am I qualified? Must have a high school diploma or GED, one year of experience working with adults with developmental disabilities is preferred, but no experience is necessary, a valid driver's license with a driving record that meets insurability guidelines to operate Agency-owned vehicles (required for some positions). Must meet the requirements related to Criminal History Record checks that became effective April 1, 2005, which requires prospective employees to be fingerprinted if they have regular and substantial unsupervised or unrestricted physical contact with people receiving services in our programs regulated by OPWDD.

What types of Residence Counselor or Shift Supervisor positions are available?

There are multiple Residence Counselor Shift Supervisor positions and shifts (daytime, evening, and overnight) available in Painted Post, Corning, Bath, and Elmira, NY. See the [full list](#) of job opportunities!

[APPLY ONLINE TODAY](#)