



**DO YOU WANT TO LIVE AND LEGALLY WORK IN THE USA?**

**DO YOU WANT A CHANCE TO BECOME A PERMANENT RESIDENT IN THE US?**

**IF YES, WE HAVE A JOB FOR YOU**

***Who we are***

Richmond Community Services is a nonprofit organization located in Westchester County, Greater New York City area, New York. Richmond has a history of over 80 years of providing services to people with developmental disabilities. We support people with cerebral palsy: Dawn syndrome, autism, and many other disabilities. Richmond provides residential services to 181 people and day program services to close to 200 people. The residential services are provided in 16 group homes throughout Westchester County and one large facility that supports 83 people in Yonkers, NY. Richmond also operates two Day Programs, respite services, community habilitation, and vocational services.

Richmond is known for supporting people with complex medical needs.

***What we need***

We are looking for candidates for the Direct Care Professional role. DCP help people with developmental disabilities in group home or day program setting. This includes:

- Personal care (bathing, changing, dressing, feeding, repositioning),
- Support with persons goals and outcomes,
- Support with behavioral plans
- Community outings
- Medication administration
- Driving residents to doctor's appointments, community or day program
- Cooking
- Light cleaning

*Candidates must have a bachelor's degree in the following fields:*

- Psychology
- Sociology

- Social Work
- Education

*Candidates must:*

- Be at least 21 years old
- Have a valid drivers license for a minimum of three years
- Be able to lift 27 kg and push wheelchairs
- Be able to understand, speak, read and write English
- Be COVID vaccinated

*What we offer*

- A full-time job (37.5 hours paid a week) in our residential, day program, and community services
- Three-year H1B visa (can be extended for another three years)
- Three months of free housing and meals
- Transportation from the airport
- Assistance with obtaining social security number and US driver's license
- Potential for overtime work with 1.5 times hourly rate

*Salary and benefits:*

- \$17/hour (extra payment for the evening and night shifts as well as weekends)
- Paid time off (vacation and holidays)-you earn 6.06 hours biweekly (21 days/year) for the 1<sup>st</sup> year. This increases to 6.36 hours (22 days/year) in years 2-5
- Paid sick time- 12 days a year
- Medical insurance
- Dental insurance
- Vision insurance
- Life insurance (two annual salaries)
- Tuition reimbursement (up to \$5,000 per year) to attend college courses
- Retirement plan (5% of the base salary is put into your retirement account)

*What do you need to do to get started:*

- You need to send us a copy of your diploma and a school transcript so that your credentials can be evaluated to see if you meet the education criteria
- Copy of your driver's license
- Copy of your COVID vaccine card (if you are not currently vaccinated, you have plenty of time to get started. You must be vaccinated by your departure to the US date)

### *How long is the process*

- Once we receive your completed documentation, we will pay USCIS (immigration services) for expedited service so that you can be approved in 15 days.
- Once your visa is approved, you need to go to the US consulate to have your visa stamped in your passport. There is a seven-day wait currently
- Buy a ticket, let us know when you are arriving, and we will get you from the airport

Please visit our website to learn more about Richmond and the position of Direct Care Professional.

If interested, please send an email to [slipovac@richmondcommserv.org](mailto:slipovac@richmondcommserv.org)  
You can also call Viber/WhatsApp +19145606593 or 062-890-0651



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