



Date: September 11th, 2020

VACANCIES:

POSITION	LOCATION	HOURS
DSP	Lorraine #3	Every Monday – Friday 2pm – 10pm
DSP	Lorraine #5	Every Wed/Thur/Fri 3pm-8pm and Every Sat/Sun 8am-8:30pm
DSP	Lorraine #6 – Overnight/ 4 days on – 4 days off	Mon – Fri 9:45pm – 7:00am and Sat/Sun 9:15pm – 7:00am
DSP	Baldwin #17	Every Wed/Thu/Fri 4pm-9pm and Every Sat/Sun 8am-8:30pm
DSP	27 th #9	Every Mon-Tue 4pm-9:30pm and Every Sat/Sun 7am-9:30pm (rotating)
DSP	27 th #12- Overnight/4 days on - 4 days off	Mon – Fri 9:15pm-7:00am, Sat/Sun 9:15pm – 8:45am
DSP	Rover #26 (30 Hours)	Every Sat and Every Sun 6am -9pm
DSP	Rover #30	Every Monday – Friday 1pm – 9pm
DSP	Elm #10	Every Other Wed, Every Thu/ Fri/Sat 8am-8pm
Medical Secretary/Scheduler		M-F Day Hours

Individuals who are interested in part time hours should complete an application. During the initial contact/interview process, staff will get a better understanding of the applicant's overall availability to work. Part time employees are held to a maximum of 17.5 hours per week/less than 1000 annual hours.

YOUR REFERRALS ARE NEEDED:

To get the best qualified employees, TECH appreciates referrals made by our staff. If you refer someone who is hired and who is still employed by TECH at the end of his/her 90-day introductory period, you are eligible for the **Employee Referral Bonus**. Employee Referral Bonus payments will be paid to the current staff member who made the referral. If either employee is no longer employed the Employee Referral Bonus will not be in effect.

F.A.Q:

- **Where can I find an application?**
 - Applications can be found at www.techinc.org/careers
- **If I have questions, who do I contact?**
 - Questions can be directed to hr@techinc.org
- **If I don't have a computer, what do I do?**
 - Our Administrative Facility, located at 10 East 1st Ave, Hutchinson, KS 67501, houses a computer where individuals are welcome to such use for purposes of completing an application.
- **What qualifications do I have to have for a Direct Support Professional Position?**
 - Applicants must have a valid/current Drivers License, High School Diploma or GED or Bronze Level Work Ready Certification and be at least 18 years of age.