



Meshel MASCO  
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February 26, 2018

TO: Mahoning County Board of DD Adult Services Staff  
 MASCO, Inc. Adult Services Staff

We are happy to inform you MASCO, Inc. will begin interviews for staff of the Mahoning County Board of DD, beginning in late March. This initial round of interviews will be for positions the company needs in order to begin operations at the Meshel facility on September 1, 2018. Current MASCO, Inc. staff interested in a different position from the job you have now are also eligible to apply. Interviews for any candidates not currently employed by MCBDD or MASCO, Inc. will not occur until after June 1, 2018.

All positions available will be posted through the regular MCBDD position posting process. The positions will be clearly labeled as MASCO, Inc. positions. MASCO, Inc. will provide the posting information to the Human Resources Department of MCBDD so that you can be assured of seeing them through the normal posting procedure. The internal posting period will expire at 3:00pm on March 26, 2018.

Full-time positions will be either 7 or 8 hours/day. Family & Community Services is the Employer of full-time staff. Part-time positions will be up to 5.75 hours/day. MASCO, Inc. is the Employer of part-time staff. Reminder: The MASCO, Inc. Board of Directors has chosen Family & Community Services as the employer for full-time staff because of the benefit offerings for staff. Regardless of full or part-time employment, MASCO, Inc. will direct the work assignments for all staff.

The following positions are the current priority focus for interviews at this time. The number of staff indicated in the table for each position is an estimate only – estimates are subject to change. Additional positions will be posted later.

Position	Estimated Number of Staff	Full Time/Part Time
Direct Service Specialist	13	FT and PT
LPN (Direct Service/Nursing)	2	FT
Clerical	1	FT
Registered Nurse	1	FT
Habilitation Coordinator	2	FT

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 825 Bev Road  
 Boardman, OH 44512  
 Phone: 330.797.2886

Centre @ Javit Court  
 153 Javit Court  
 Austintown, OH 44515  
 Phone: 330.799.2120

## How to prepare for your interview:

1. The first requirement for employment with MASCO, Inc. is to provide your *resume* and a *letter of interest*. Completion and submission of these two items will indicate to MASCO, Inc. your interest in employment. If you want to apply for a position that is significantly different from your current position with MCBDD, please indicate that in your letter of interest. Submit your *resume* and *letter of interest* to Christine Pitsinger; [christinep@mascoinc.org](mailto:christinep@mascoinc.org).
2. The second requirement is completion of an application that will be posted online at [www.mascoinc.org](http://www.mascoinc.org). There are separate applications for full-time and part-time positions. Please choose the application of your preference. You can complete and submit the application online.
3. A form for references will be posted online at [www.mascoinc.org](http://www.mascoinc.org). *This form cannot be completed online*. You will be asked to complete the reference form as part of your interview. The form is posted online so that you can see all the required information and have it with you when you come to the interview.
4. Please bring your credentialing information with you to the interview as follows:
  - a. Evidence of initial training completed when you were first hired by MCBDD
  - b. Evidence of current training in blood borne pathogens, Bill of Rights, Major Unusual Incidents, self-determination, safety training, CPR/First Aid
  - c. Evidence of specialized training/competency in services such as behavior supports, delegated nursing, etc.
5. Please bring the following requirements with you to the interview as follows:
  - a. Copy of High School Diploma or GED
  - b. Copy of Driver's License
  - c. Copy of Social Security card or Birth Certificate
  - d. Proof of auto insurance
6. Examples of interview topics:

MASCO, Inc. is looking for team players. We will ask for examples of team efforts in the workplace where you were a leader or participant in a group effort.

We will ask you to explain how you have thought about and strategized regarding your personal transition from public to private employment.

We are interested in any specific areas you have demonstrated initiative and motivation in serving people with developmental disabilities in your job and/or beyond your job.

Be prepared to discuss highlights or accomplishments you believe are significant in your career of serving people with developmental disabilities.

7. Contact Philip Miller; [pmiller@mascoinc.org](mailto:pmiller@mascoinc.org) or Sandy Allen; [sandya@mascoinc.org](mailto:sandya@mascoinc.org) if you have any questions.

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