



## Assistant Residential Manager

**JOB TYPE: Full Time**

**PAY: \$21.00 to \$22.00/hr**

**WORK LOCATION: In person (Morristown, NJ)**

### **ABOUT ArcMorris**

ArcMorris was established by a group of parents advocating for children affected by intellectual and developmental disabilities (IDD) and was incorporated in 1953. ArcMorris is a 501(c)(3) nonprofit organization and is now the leading provider of services for people affected by IDD and their families in Morris County, NJ. Programs include residential housing, respite housing, day habilitation, recreational, day camp, college, pre-vocational, and family support services.

Reporting to the Residential Manager, the Assistant Residential Manager assists the Manager in operating a safe, person-centered, enriching, residential program that ensures consumer welfare, while promoting growth and independence. The Assistant Residence Manager ensures that staff competence is consistent with The ArcMorris' philosophy, policy, and procedure and provides guidance and training to staff as they assist consumers in the development of daily living and social skills. The Assistant Residence Manager monitors and follows-up on medical, behavioral, and recreational needs of the consumers.

### **Responsibilities**

- Arrange to cover all open staff hours using agency approved Per-Diem list. Maintain a professional/adult rapport with each consumer to achieve a positive environment of mutual respect and regard.
- Instruct and role model to staff exceptional, quality direct care.
- Participate, in the development, implementation, documentation, and monitoring of consumers' IHPs
- Teach consumers skills in community and daily living.
- Coordinate all appointments and follow-up for medical, dental, and psychological services.
- Participate in the development of the program calendar of social, cultural, educational and spiritual activities consistent with the consumer desires as delineated in the recreation/leisure survey.
- Administer, document, and monitor supply and documentation of consumer medication.
- Coordinate and ensure completion of overall maintenance of facility and vehicle.
- Conduct educational, interactive, resident meetings. Follow-up on all issues generated at meetings.
- Attend and participate in all staff meetings.

- Follow and monitor all behavioral plans and recommendations.
- Maintain all program and consumer files in accordance with The Residential Manual.
- Assume on-call responsibilities.
- Provide transportation as necessary to meet the needs of the consumers.
- Follow all Arc/Morris and DDD policies, procedures, and guidelines.
- Cooperate with licensee and Division staff in any inspection or investigation.

#### QUALIFICATIONS:

- High School Diploma and two year of experience working with adults with developmental disabilities or with a minimum of one-year supervisory experience.
- Excellent organizational skills and attention to details. Able to prioritize work effectively and adjust to multiple demands.
- Strong interpersonal, verbal and written skills.
- Must be patient, compassionate and understanding.

#### Benefits:

- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Contact Gene Rossi, Recruiter, at (973) 326-9750 x244 or [Gene.Rossi@ArcMorris.org](mailto:Gene.Rossi@ArcMorris.org).

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