

Director of Day Habilitation

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 Chief Program Officer, the Director of Habilitation Services occupies a vital senior management role at ArcMorris. The central function of this role is to design, setup, guide, and train Assistant Directors of Habilitation Services to be successful in implementing high quality, person centered day habilitation programs for all people supported. This position is instrumental in providing leadership and support within the department, ensuring Assistant Directors of Habilitation Services, Program Supervisors, and front-line staff have all the necessary tools and guidance to be successful in their roles, programs are safe, person-centered, and effectively promote the welfare, growth, and independence of the people supported.

Responsibilities:

- Provide positive management to staff through regular supervision meetings. Manage employee relations issues that arise ensuring that disciplinary issues are addressed within the parameters of the Progressive Discipline Policy and in coordination with Human Resources.
- Act as a liaison between habilitation programs and other departments, external agencies, and family members.
- Ensure compliance with all regulations and circulars. Responsible for preparations for Day Program Monitoring for all assigned Habilitation Programs.
- Direct supervisory responsibility of all Managers (Day Hab) in the fulfillment of project assignments within budget, with quality and on schedule.
- Ensure that all program staff are trained in the delivery of programs to individuals receiving services.
- Ensure that the Day Habilitation Department operates within established budget guidelines.
- Facilitate ongoing training opportunities for Supervisors and staff to assist in developing innovative programming for consumers.
- Provide guidance and direction with staff related issues in conjunction with the Personnel Department.
- Cooperate with licensee and Division staff in any inspection or investigation.
- Follow all Arc/Morris and DDD policies, procedures, and guidelines.

- Develop and monitor yearly budget in conjunction with senior management and finance each year. Maintain appropriate financial records as required.
- Work in conjunction with other Directors and Case Coordinators to ensure efficient admission and discharges of individuals in the program.
- Attend and participate in all management meetings, team meetings, and external meetings requested by supervisor, such as quarterly meetings, funding sources, etc.
- Assure practices are responsive to the outcome recommendations for continuous improvement efforts and performance criteria.
- Attend mandatory trainings.

Qualifications:

- Associate's degree in Social Work, Human Services, or a related field required; Bachelor's degree preferred. Equivalent experience may be considered.
- Minimum of five (5) years of experience in the I/DD field.
- At least three (3) years of supervisory experience.
- Extensive knowledge of Day Habilitation programs within the nonprofit sector.
- Understanding of DDD regulations and compliance requirements.
- Strong organizational and time management skills.
- Proficiency in technology, documentation systems, and electronic records management.
- Excellent communication and interpersonal skills.
- Ability to complete mandatory training, including CPR/First Aid, Medication Administration, and Prevention of Abuse and Neglect.
- Valid driver's license with no more than five (5) points.
- Compliance with all licensure and regulatory standards.
- Must be able to communicate in a clear and concise manner, both verbally and in writing, with consumers, all levels of staff, professionals, family members, and other persons in the community.
- Must work with minimal supervision.
- Must be able to use good judgment when addressing consumer issues and emergencies.
- Proficient in word processing, database, and spreadsheet programs.
- The ability to effectively train and orient staff in a clear and concise manner.

Location:

- **Whippany, NJ**

Work Remotely:

- No

Job Type:

- Full-time

Pay:

- \$65,000 to \$80,000/year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday
- Must be flexible to work some evenings and weekends

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