



Group Home Manager – 2 Openings (Morris Plains and Rockaway)

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.

Group Home Manager

Locations: Morris Plains and Rockaway, NJ

Organization: ArcMorris

Monday to Friday 7am to 3pm.

\$50,000 to \$55,000.

ArcMorris is a well-established nonprofit organization that has been serving individuals with developmental disabilities in Morris County, NJ, for over 60 years. Our mission is to empower individuals to make meaningful choices about their lives and contribute as valued members of their communities. We support individuals in exploring their goals, whether through volunteer roles, establishing a home, or being actively engaged in their communities. Our ultimate aim is to help each person lead a fulfilling and independent life. We are currently seeking a dedicated Group Home Manager to oversee and manage a safe, person-centered, and enriching residential program. This position ensures the well-being, growth, and independence of individuals served, while also promoting staff competence, recreational opportunities, and quality healthcare.

Key Responsibilities:

The Group Home Manager will:

- Operate a residential program that upholds consumer welfare and promotes independence and growth.
- Arrange coverage for open staff hours using the agency-approved Per-Diem list.
- Supervise program transportation arrangements and vehicle repairs; provide transportation as needed

Oversee health and psychological appointments for consumers and ensure quality care follow-up.

- Collaborate with Program Support Services to develop and implement

Individualized Habilitation Plans (IHPs), behavior plans, and medical assessments

(physical, speech, and occupational therapies).

- Submit necessary reports, records, and materials to the Director of Community Support Services and the Division of Developmental Disabilities (DDD).
- Maintain and monitor behavior plan data collection and progress.
- Build a positive, respectful rapport with consumers to foster a supportive environment.
- Manage consumer funds, petty cash, and household accounts responsibly.
- Involve consumers in community events and activities, fostering engagement and inclusion.
- Maintain a programmatic calendar aligned with consumer interests and community resources.
- Act as a liaison with parents/guardians, providing support and guidance to help them navigate their family member's developmental disabilities.
- Coordinate and lead regular staff meetings to review programmatic issues, consumer progress, training, and administrative matters.
- Supervise and monitor medication administration, ensuring documentation accuracy and compliance with safety protocols.
- Train, retrain, supervise, and evaluate all staff assigned to the program
- Perform other duties as assigned to enhance the after-care experience.
- Cooperate with licensee and Division staff in any inspection or investigation.
- Follow all Arc/Morris and DDD policies, procedures, and guidelines.
- Attend mandatory trainings.

Requirements

- Ability to manage multiple priorities and responsibilities while maintaining a positive and professional demeanor.
- Excellent communication and organizational skills to coordinate with staff,



consumers, and families effectively.

- Knowledge of DDD regulations and licensing standards is a plus.
- Commitment to creating an inclusive and empowering environment for individuals with developmental disabilities

Locations:

- Morris Plains, NJ
- Rockaway, NJ

Contact: Gene Rossi

(973) 326-9750

Gene.Rossi@arcmorris.org

Job Type: Full-time

Pay: \$50,000.00 - \$55,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Referral program
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift

Education:

- High school or equivalent (Preferred)



Experience:

- Direct Care: 1 year (Preferred)

Work Location: In person

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