

## Intake Specialist

### 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 Program Director, the Intake Specialist will assist individuals with I/DD in successfully transitioning from school to adulthood. This includes supporting post-secondary education, vocational training, employment, and independent living. The Intake Specialist will work closely with students, families, educators, employers, and service providers to ensure a smooth transition process

### Responsibilities:

- Develop and implement individualized transition plans for students with disabilities.
- Conduct assessments to evaluate students' skills, interests, and post-school goals.
- Collaborate with students, families, educators, and external agencies to coordinate transition services.
- Identify and connect individuals with vocational training, employment opportunities, and community resources.
- Advocate for students to ensure they receive appropriate accommodations and services.
- Assist in job placement, job retention, and workplace accommodations.
- Provide guidance and training to families, educators, and employers on transition planning.
- Participate in the development of Individualized Education Programs (IEPs), ensuring transition goals are met.
- Serve as a liaison between schools, employers, and service providers.

- Ensure compliance with relevant state and federal regulations regarding transitions.

**Qualifications:**

- Bachelor's degree in Special Education, Social Work, Rehabilitation Counseling, or a related field (Master's preferred).
- Minimum of 3 years experience working with individuals with I/DD, transition planning, or vocational services.
- Strong knowledge of special education laws, IEP processes, and adult disability services.
- Excellent communication, collaboration, and advocacy skills.
- Ability to coordinate services among multiple stakeholders, including families, schools, employers, and government agencies.
- Experience with vocational rehabilitation, job coaching, or career development is a plus.

**Location:**

- Morris Plains, NJ

**Work Remotely:**

- No

**Job Type:**

- Full-time

**Pay:**

- \$48,000

**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 weekend

**APPLY NOW**