



Assistant Director of Residential Services

Morris County, NJ

Pay: \$60,000 – \$65,000 per year

Status: Full-Time

Location: Morris County, 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.

Position Overview

The Assistant Director of Residential Services supports the Residential Director in ensuring the effective operation of ArcMorris residential programs. This position provides leadership, training, and oversight to Group Home Managers and residential staff while ensuring safe, person-centered, and enriching environments for individuals with intellectual and developmental disabilities (IDD).

The Assistant Director of Residential Services serves as a liaison between residential programs, other departments, families, and external agencies and helps ensure compliance with regulatory, licensing, and agency requirements.

Key Responsibilities (include but are not limited to):

- Supervise and oversee assigned residential programs to ensure quality care and safe operations.
- Train, supervise, and evaluate Group Home Managers and other residential staff.
- Act as a liaison between residential programs, other departments, families, and external agencies.
- Oversee staffing levels consistent with Division of Developmental Disabilities (DDD) contracts.
- Ensure compliance with licensing regulations, inspections, and agency policies.
- Support the hiring, onboarding, training, and professional development of residential staff.
- Monitor budgets, expenditures, and financial systems within residential programs.
- Conduct program audits of financial records and consumer files.



- Facilitate and support Individualized Habilitation Plans (IHPs), interdisciplinary team meetings, and treatment processes.
- Assist in the development, implementation, and revision of departmental policies and procedures.
- Provide guidance on staff-related issues in collaboration with the Human Resources/Personnel Department.
- Participate in quality assurance and program evaluation efforts.
- Assume on-call responsibilities as needed.
- Cooperate with licensing and regulatory bodies during inspections and investigations.
- Exercise sound judgment when addressing consumer issues and emergencies.
- Perform other duties as assigned by the Residential Director.

Qualifications:

- Master's degree in Human Services or a related field with 1–3 years of direct supervisory experience in a residential facility, or an Associate's degree in Human Services with at least 3 years of supervisory experience.
- Experience working in programs supporting individuals with intellectual and developmental disabilities (IDD) preferred.
- Proven ability to communicate clearly and professionally, both verbally and in writing.
- Strong organizational, leadership, and interpersonal skills.
- Experience managing budgets and overseeing financial systems.
- Ability to exercise sound judgment when addressing consumer issues and emergencies.
- Proficiency with word processing, database, and spreadsheet programs.
- Ability to train, mentor, and effectively develop staff.
- Strong ability to work independently and collaboratively within a team environment.

Benefits include:

- 100% Employer-Paid Medical, Dental & Vision (single coverage after 90 days)
- Employer-Paid Life Insurance
- Supplemental Insurance (disability, accident, critical illness)
- Legal Insurance (50% employer-covered)
- Employee Assistance Program (24/7 support)
- 403(b) Retirement Plan (up to 8% employer contribution after 1 year)
- Paid Time Off (vacation, sick, personal, holidays)
- Birthday Day Off (after 4 years of service)
- Flexible Spending Account (medical & dependent care)
- Training & Tuition Assistance



- Mileage & Meal Reimbursement
- Direct Deposit
- Employee Recognition Programs

Apply Today

Gene C. Rossi, Recruiter – ArcMorris

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