Assistant Director of Training and Employee Services
Flanders, NJ

Pay: $60,000 to $65,000/year
Status: Full-Time

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 Training and Employee Services** reports directly to the **Director of Human Resources** and plays a key leadership role in overseeing employee services, training and development, employee relations support, and regulatory training compliance.

This position supports the daily operations and strategic initiatives of the Human Resources Department while providing leadership and supervision to designated HR and Training personnel.

The Assistant Director works closely with the Director of Human Resources to ensure effective HR practices, employee support, and compliance with organizational policies and regulatory requirements. This role also serves as a resource to employees, supervisors, managers, and executive leadership regarding training, employee development, and general HR matters.

Key Responsibilities (include but are not limited to):

- Assist the Director of Human Resources with the daily operations, administration, and overall effectiveness of the HR Department.
- Design, develop, implement, and update employee training programs and materials that support organizational goals and regulatory requirements.
- Supervise, train, and provide direction and guidance to Training Coordinators and designated personnel.

- Oversee new-hire training to ensure completion of all required Division of Developmental Disabilities (DDD) and agency-mandated training.
- Ensure required training includes Danielle's Law, Stephen Komninos' Law, CPR, Preventing Abuse and Neglect, and Medication Administration.
- Manage ongoing and recertification training programs, including CPR, Medication Administration, Compliance, Crisis Management, and other required certifications.
- Coordinate external training opportunities, including research, registration, scheduling, payment, attendance tracking, and evaluation.
- Assess employee skill gaps and organizational training needs while identifying opportunities for professional development.
- Evaluate training programs through employee feedback, assessments, and other methods to identify areas for improvement.
- Maintain training curricula, materials, certifications, and employee training records within designated organizational software systems and shared drives.
- Communicate with Directors, Assistant Directors, Managers, and other key personnel regarding training progress, employee participation, and outstanding compliance requirements.
- Assist with disciplinary matters, terminations, and other personnel-related issues as directed by the Director of Human Resources.
- Oversee employee onboarding to ensure all required documentation, clearances, and onboarding requirements are completed accurately and timely.
- Monitor employee performance evaluation schedules and notify supervisors and managers of upcoming deadlines.
- Process and maintain documentation for employee transfers, promotions, position changes, and other internal employment movements.
- Provide guidance and support to employees and management regarding HR procedures, employee relations matters, and organizational policies.
- Assist with the preparation of EEO reports and other required Human Resources documentation.
- Support employee engagement, workplace safety, and violence prevention initiatives.
- Maintain organized and accurate employee personnel records in accordance with agency policies and confidentiality requirements.
- Ensure training programs and records meet applicable DDD, agency, and regulatory requirements.
- Assist with documentation and preparation for audits, inspections, and regulatory reviews.
- Maintain current knowledge of applicable federal and state employment laws and regulations.
- Identify potential compliance concerns and bring them to the attention of the Director of Human Resources.
- Maintain strict confidentiality of employee, personnel, medical, and other sensitive organizational information.

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- Cooperate with licensing and Division staff during inspections, investigations, and inquiries.
- Perform other duties as assigned by the Director of Human Resources.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field preferred.
- Three to five years of progressively responsible Human Resources experience, including employee relations, training and development, or related functions.
- Previous supervisory or management experience preferred.
- Experience working in a nonprofit, healthcare, or human services organization preferred.
- Knowledge of employment laws, employee relations, recruitment, staffing, and regulatory training requirements.
- Experience with ADP or comparable Human Resources Information Systems (HRIS) preferred.
- Strong leadership, supervisory, and team-development skills, with the ability to motivate, guide, and support employees.
- Excellent verbal and written communication skills.
- Strong organizational, multitasking, and time-management skills, with the ability to prioritize competing responsibilities and meet deadlines.
- Strong analytical, problem-solving, and decision-making abilities.
- Ability to exercise sound judgment and discretion when handling sensitive personnel matters.
- Proficiency with Microsoft Office Suite, computerized recordkeeping systems, HRIS platforms, and training management systems.
- Ability to work independently, take initiative, and collaborate effectively with employees and leadership.
- Strong attention to detail, dependability, and accountability.
- Commitment to professionalism, integrity, teamwork, and the ArcMorris mission and organizational values.

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

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