



Assistant Director of Transition Services

Flanders, NJ

Pay: \$60,000 – \$65,000 (depending on experience)

Status: Full-Time

ABOUT ArcMorris

ArcMorris is a nonprofit human services organization that has supported individuals with intellectual and developmental disabilities in Morris County, NJ, for over 70 years.

Our mission is to empower people with intellectual and developmental disabilities to make meaningful choices, live independently, and thrive in their communities.

Position Overview

Reporting to the Chief Program Officer, Director of Transition Services, or designee, the Assistant Director of Transition Services provides strategic leadership, program oversight, and daily operational management for ArcMorris's transition-focused services, including Prevocational Services, Pathway to Employment, and the Thrive Program.

This role ensures that adolescents, young adults, and adults with intellectual and developmental disabilities (IDD) receive high-quality, person-centered services that prepare them for competitive employment, continued learning, and greater independence. The Assistant Director leads program development, oversees staff, partners with schools and community organizations, and ensures compliance with New Jersey Division of Developmental Disabilities (DDD), Medicaid, and other applicable regulations while advancing ArcMorris's mission and strategic goals.

Key Responsibilities (include but are not limited to):

Leadership & Program Oversight

- Provide leadership, supervision, coaching, and support to program supervisors, instructors, and transition staff.
- Establish clear performance expectations and ensure programs operate using person-centered and evidence-based practices.
- Develop, refine, and implement curricula focused on vocational readiness, adaptive living skills, communication, social development, problem-solving, and community integration.
- Oversee smooth transitions into and out of services by collaborating with Intake & Family Support, Clinical & Behavioral Services, and Support Coordinators.
- Monitor program quality and ensure services meet the individualized goals of each participant.

Behavior Support & Clinical Collaboration

- Collaborate with the Clinical & Behavioral Services Team to implement positive behavior support strategies.
- Ensure staff are trained in behavior support techniques, reinforcement systems, crisis prevention, and proactive interventions.
- Integrate Behavior Support Plans and skill-building strategies into daily programming.
- Support individuals with varying behavioral, emotional, and social needs while promoting successful community participation.

Transition & Employment Planning

- Lead the development and implementation of person-centered transition plans aligned with DDD requirements and Individualized Service Plans (ISP).
- Build and maintain relationships with school districts, DVRS, employers, colleges, and community partners to expand employment and learning opportunities.
- Monitor employment readiness, skill development, and participant outcomes, adjusting programming to maximize success.

Compliance, Quality & Documentation

- Ensure compliance with all DDD standards, Medicaid regulations, licensing requirements, and ArcMorris policies.
- Oversee accurate and timely documentation, including attendance, progress notes, assessments, incident reports, and outcome tracking.
- Utilize program data to evaluate effectiveness, identify trends, and drive continuous quality improvement initiatives.

Staff Development & Training

- Recruit, mentor, supervise, and evaluate Transition Services staff.
- Identify professional development needs and coordinate ongoing training in transition planning, behavior supports, curriculum implementation, and community-based instruction.
- Model best practices in participant engagement, instructional techniques, and crisis de-escalation.

Family, School & Community Engagement

- Serve as the primary liaison with families, guardians, school districts, and community agencies involved in transition planning.
- Facilitate meetings, provide education regarding available services, and maintain consistent communication regarding participant progress.
- Represent ArcMorris at transition fairs, networking events, and community outreach activities.

Operational & Administrative Responsibilities



- Assist with program budgeting and resource planning in collaboration with Finance and senior leadership.
- Support staffing, scheduling, recruitment, onboarding, and workforce utilization.
- Monitor billing processes, revenue tracking, and operational reporting.
- Participate in agency-wide committees, strategic initiatives, and special projects.
- Cooperate with licensing agencies and the New Jersey Division of Developmental Disabilities during inspections, investigations, and compliance reviews.
- Follow all ArcMorris policies, procedures, and guidelines.
- Perform other related duties as assigned.

Qualifications:

Education & Experience

- Bachelor's degree in Special Education, Rehabilitation Counseling, Psychology, Social Work, or a related field required.
- Master's degree preferred.
- Minimum of five (5) years of experience in transition services, supported employment, or IDD programming, including supervisory or leadership experience.
- Strong knowledge of DDD service models, Division of Vocational Rehabilitation Services (DVRS), school-to-adult transition planning, Pathway to Employment, and Prevocational Services.

Technical & Professional Competencies

- Expertise in positive behavior supports, functional assessments, and behavior intervention strategies.
- Demonstrated success leading transition or vocational programs serving individuals with intellectual and developmental disabilities.
- Experience with curriculum development, person-centered planning, and data-driven program evaluation.
- Excellent leadership, communication, organizational, and problem-solving skills.
- Proficiency with Google Workspace and electronic documentation systems.

Preferred Certifications

- BCBA, BCaBA, RBT, QIDP, or Transition Planning certification preferred.
- Crisis Prevention Intervention (CPI) or comparable certification preferred.
- Valid driver's license with a clean driving record required.

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 confidential 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

Phone: (973) 326-9750 x244

Email: Gene.Rossi@arcmorris.org

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