



---

## **Assistant Residential Director**

Morris County, NJ

Pay: \$60,000 to \$65,000/year (Depending on Experience)

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**

ArcMorris is seeking a reliable and motivated Assistant Residential Director to support the Residential Director and ensure the effective operation of our residential programs. The ideal candidate will provide leadership, training, and oversight to Group Home Managers, ensuring safe, person-centered, and enriching environments for individuals with intellectual and developmental disabilities (IDD). This role requires a balance of administrative skill, regulatory knowledge, and compassion, as well as the ability to collaborate with staff, families, and external partners.

---

### **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 staff in program operations
- Act as liaison between residential programs, other departments, families, and external agencies
- Oversee staffing levels consistent with DDD (Division of Developmental Disabilities) contracts
- Ensure compliance with licensing regulations, inspections, and agency policies
- Support the hiring, onboarding, and 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 planning (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 HR/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
- Perform other duties as assigned by the Residential Director



**Qualifications:**

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

**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**

**Phone: (973) 326-9750 x244**

**Email: [Gene.Rossi@arcmorris.org](mailto:Gene.Rossi@arcmorris.org)**

---

**[APPLY NOW](#)**