



Title: Group Home Manager

Location: Parsippany, NJ

Schedule:

Sunday: 3:00 PM – 11:00 PM

Monday–Thursday: 8:00 AM – 4:00 PM

Job Type: Full-Time

Salary: \$50,000/year

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 SUMMARY

Reporting to the Assistant Director of Residential, The Group Home Manager oversees a safe, person-centered, and enriching residential program that supports the well-being, independence, and growth of individuals served. This role ensures quality care, promotes staff competence, and fosters inclusive community engagement.

Key Responsibilities (include but are not limited to):

- Operate a residential program that promotes safety, independence, and quality of life.
- Coordinate staffing schedules and fill open shifts using the approved Per-Diem list.
- Arrange transportation logistics and provide transportation as needed.
- Oversee health and psychological appointments, ensuring appropriate follow-up care.
- Collaborate with Program Support Services to develop and implement Individualized Habilitation Plans (IHPs), behavior plans, and therapeutic services.
- Maintain documentation, reports, and compliance records for agency and DDD requirements.
- Build positive relationships with residents, fostering dignity, respect, and engagement.
- Manage consumer funds, petty cash, and household accounts responsibly.
- Encourage community participation and recreational opportunities.
- Lead regular staff meetings focused on program updates, training, and resident progress.
- Supervise medication administration and ensure accurate documentation.
- Hire, train, supervise, evaluate, and mentor residential staff.
- Act as a primary contact for families and guardians, offering guidance and support.
- Cooperate with all inspections and investigations by licensing or regulatory bodies.
- Follow all ArcMorris and DDD policies and procedures.
- Attend mandatory trainings.

QUALIFICATIONS

- High School Diploma or equivalent required; Associate's or Bachelor's preferred.
- Prior experience in direct care or residential services (1+ year preferred).
- Strong communication, leadership, and organizational skills.
- Knowledge of DDD regulations and licensing standards preferred.
- Ability to manage multiple priorities in a dynamic environment.



- Valid driver's license with reliable transportation.
- CPR/First Aid certification (or ability to obtain).

Benefits Snapshot (for eligible employees):

- Medical/Prescription Insurance
- Dental Insurance
- Vision Insurance
- 403(b) Thrift Plan
- Life Insurance
- Lifestyle Savings Account
- Supplemental Insurance
- Legal Insurance
- Employee Assistance Program
- Long-Term Disability
- Paid Pre-Employment Physical/Mantoux Testing
- Hepatitis B Inoculation
- Vacation Days
- Holidays
- Personal Days
- Sick Time
- Birthday Day Off
- Flexible Spending Account (FSA)
- Direct Deposit
- Training
- Mileage Reimbursement
- Payment for Meals and Leisure-Related Consumer Activities
- Tuition Assistance
- Employee Recognition

TO APPLY

Contact: **Gene Rossi**

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