



Job Coach

Pay: \$21.00/hr

Whippany, NJ

Full Time

M-F

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.

Reporting to the Chief Program Officer, The Job Coach serves as a Direct Support Professional (DSP) within the Pathways to Employment program. This role provides individualized and group support to help individuals with intellectual and developmental disabilities (I/DD) explore employment options, gain exposure to community settings, build soft and technical skills, and prepare for future job opportunities. All supports must be person-centered, inclusive, and aligned with each individual's goals.

Key Responsibilities (include but are not limited to):**KEY RESPONSIBILITIES****Employment Discovery & Planning**

- Conduct person-centered discovery activities to assess strengths, preferences, and support needs.
- Develop individualized career profiles based on observations and input from families, staff, and participants.
- Assist in developing and updating employment exploration and goal-setting plans.
- Support individuals in identifying potential career pathways aligned with interests and abilities.

Community-Based Experiences

- Facilitate access to community-based exploration such as volunteering, job tours, informational interviews, and internships.
- Provide on-site supervision to ensure safety, inclusion, and skill development.
- Support individuals with travel training and navigation of public transportation.
- Promote respectful, inclusive environments in all community settings.

Skill Development & Coaching

- Teach and reinforce soft skills (communication, punctuality, teamwork, etiquette).
- Support task-based learning and development of transferable job skills.
- Encourage independence, motivation, and confidence.
- Assist with adaptive tools or accommodations when needed.

Documentation & Compliance

- Maintain accurate daily notes and goal-related data.
- Ensure services follow regulatory standards and agency policies.
- Participate in staff meetings, planning sessions, and required trainings.



Professionalism & Collaboration

- Serve as a role model and advocate for employment inclusion.
- Communicate effectively with participants, families, employers, and team members.
- Demonstrate flexibility, creativity, and a solution-focused mindset.

Qualifications:

- High School Diploma or equivalent required; Associate's/Bachelor's in Human Services preferred.
- Prior experience supporting individuals with I/DD or in employment services strongly preferred.
- Knowledge of vocational rehabilitation and person-centered planning is a plus.
- Strong communication, problem-solving, and interpersonal skills.
- Ability to remain calm in community-based settings with changing needs.
- Flexible schedule based on participant needs (may include early mornings, afternoons, or occasional weekends).
- Valid driver's license and reliable transportation required.
- 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**
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