



Job Coach

Whippany, NJ

Pay: \$23.00 – \$27.00 per hour, based on education and experience

Status: Full-Time

Location: Whippany, NJ / Community-Based

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 Job Coach serves as a Direct Support Professional (DSP) within the Pathways to Employment program. This position provides individualized and group support to individuals with intellectual and developmental disabilities (IDD) as they explore employment options, gain experience in community settings, develop employment-related skills, and prepare for future job opportunities.

The Job Coach provides person-centered support based on each individual's strengths, interests, preferences, and goals while promoting independence, inclusion, confidence, and meaningful community participation.

Work Schedule: Monday–Friday, 8:00 AM–4:00 PM. This is a community-based position and requires travel between ArcMorris program offices and various community locations.

Key Responsibilities (include but are not limited to):

- Conduct person-centered discovery activities to identify individual strengths, interests, preferences, abilities, and support needs.
- Develop individualized career profiles based on observations and input from participants, families, staff, and members of the individual's support team.
- Assist with developing and updating employment exploration and goal-setting plans.
- Support individuals in identifying potential career pathways that align with their interests, abilities, and employment goals.
- Facilitate community-based employment exploration activities, including volunteering, job tours, informational interviews, internships, and other employment-related experiences.

- Provide on-site supervision and support to promote safety, inclusion, participation, and skill development.
- Support individuals with travel training and navigation of public transportation when appropriate.
- Teach and reinforce employment-related skills, including communication, punctuality, teamwork, workplace etiquette, problem-solving, and appropriate workplace behavior.
- Support task-based learning and development of transferable job skills.
- Encourage independence, motivation, confidence, and self-advocacy.
- Assist individuals with adaptive tools, accommodations, or other supports when needed.
- Maintain accurate daily notes, progress notes, and goal-related documentation.
- Track and document participant progress toward employment-related goals.
- Ensure services are provided in accordance with applicable regulations, ArcMorris policies, procedures, and program requirements.
- Participate in staff meetings, planning sessions, supervision, and required training.
- Develop and maintain professional relationships with participants, families, employers, coworkers, and other members of the individual's support team.
- Communicate participant progress, needs, concerns, and employment-related information to the appropriate supervisor and team members.
- Serve as a positive role model and advocate for employment inclusion and community participation.
- Demonstrate flexibility, creativity, patience, and a solution-focused approach when responding to changing participant needs.
- Promote dignity, respect, choice, independence, and inclusion in all interactions.
- Perform other duties as assigned by the appropriate supervisor.

Qualifications:

- High School Diploma or equivalent required.
- Associate's, Bachelor's, or Master's degree in Human Services, Rehabilitation, Education, Psychology, Social Services, or a related field preferred.
- Associate's degree OR at least 3 years of Job Coach/Supported Employment experience required for the \$23.00 per hour starting rate.
- Prior experience supporting individuals with intellectual and developmental disabilities (IDD) preferred.
- Previous experience in supported employment, vocational services, job coaching, or a related employment-support role strongly preferred.
- Knowledge of vocational rehabilitation, employment services, and person-centered planning preferred.
- Strong communication, problem-solving, organizational, and interpersonal skills.
- Ability to build positive relationships and work effectively with individuals with varying support needs.



- Ability to remain calm, patient, and professional in community-based settings with changing needs.
- Ability to work independently while following established policies, procedures, and program requirements.
- Ability to travel between ArcMorris program offices and various community locations.
- Valid driver's license and reliable transportation required.
- CPR and First Aid certification preferred, or ability to obtain required certification.
- Must successfully complete required ArcMorris training within the required timeframe.
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Compensation & Placement Incentives:

- Associate's Degree OR 3 years of Job Coach/Supported Employment experience: **\$23.00/hour**
- Bachelor's Degree: **\$25.00/hour**
- Master's Degree: **\$27.00/hour**
- **90-Day Placement Incentive: \$150**
- **180-Day Placement Incentive: \$250**

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

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