



Intake Coordinator

Salary: \$47,000 to \$49,000/year

Status: Full-Time (Exempt)

Location: Morris County, NJ

Since 1953, ArcMorris has empowered individuals with intellectual and developmental disabilities (I/DD) to live inclusive, independent, and fulfilling lives. As the largest provider of I/DD services in Morris County, ArcMorris is committed to fostering person-centered support through residential, employment, community-based, and transition programs.

Overview:

Reporting to the Assistant Director of Family Support and Intake, the Intake Coordinator plays a vital role in screening and welcoming potential clients into ArcMorris programs and services. This position serves as the face of the agency's intake and referral system, ensuring individuals meet eligibility requirements, guiding them through the intake process, and connecting them to appropriate programs and community resources. The Intake Coordinator also participates in outreach efforts and collaborates with agency leadership to advance strategic goals and increase community awareness of ArcMorris services.

Schedule Requirements:

- Full-time, exempt position (40 hours per week)
- Typical schedule: 8:30 AM – 5:00 PM
- Flexibility required to attend evening and weekend events as needed

Responsibilities:

- Establish and maintain professional rapport with potential clients, ensuring a welcoming and respectful intake experience.
- Promote ArcMorris's mission and values in all interactions.
- Guide clients through the intake process, including paperwork completion, referral coordination, and scheduling support.
- Provide clear and accurate information about agency services, programs, and community resources.
- Develop and maintain a comprehensive, up-to-date resource directory for consumers, families, and staff.
- Oversee all aspects of intake documentation, including admissions, transfers, and discharges.
- Maintain accurate waiting lists and regularly update program vacancy data.
- Prepare statistical and activity reports related to intake and referrals for leadership review.
- Assist in developing and facilitating support groups for clients and families.
- Coordinate outreach and marketing efforts to increase program visibility and fill vacancies.
- Collaborate with agency staff, professionals, and families to ensure high-quality support and communication.
- Assist with agency inspections or investigations as needed and ensure compliance with ArcMorris policies and procedures.



Skills & Requirements:

- Associate's degree in human services or related field with at least one (1) year of experience working with adults with developmental disabilities;
OR
Minimum of two (2) years of experience in the field, including at least one (1) year in a supervisory role.
- Strong organizational skills with exceptional attention to detail.
- Ability to manage multiple priorities effectively.
- Excellent interpersonal, verbal, and written communication skills.
- Compassionate, patient, and professional approach to client interactions.

Benefits Include:

- 403(b) Retirement Plan (5% employer contribution plus up to 3% additional match)
- Medical Insurance (multiple plan options)
- Dental Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off (Vacation, Sick, Personal Time, Holidays)
- Birthday Day Off (after four years of service)
- Flexible Spending Accounts (Medical & Dependent Care)
- Employee Assistance Program (EAP)
- Professional Development & Training Opportunities
- Retirement Planning Resources
- Tuition Reimbursement

Apply Today

Gene C. Rossi, Recruiter – ArcMorris

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