



Residential Manager (Parsippany)

Location: Parsippany, NJ

Status: Full-Time

Schedule: Sunday – Thursday | 7:00 AM – 3:00 PM

Salary: \$50,000 annually

About ArcMorris

ArcMorris is a nonprofit human services organization that has supported individuals with intellectual and developmental disabilities (IDD) in Morris County, NJ for over 70 years.

Our mission is to empower individuals with IDD to make meaningful choices, live independently, and thrive in their communities.

Position Overview

The Residential Manager oversees the daily operations of a community-based residential group home in Parsippany, NJ. This leadership role ensures a safe, person-centered, and supportive living environment while supervising staff, managing individualized care plans, and maintaining compliance with all state and agency regulations.

The ideal candidate is a compassionate, organized, and team-oriented leader who is committed to promoting independence, dignity, and quality of life for the individuals supported.



Residential Leadership & Program Oversight

The Residential Manager is responsible for supervising daily operations and ensuring the home operates in alignment with ArcMorris policies, Division of Developmental Disabilities (DDD) regulations, and licensing requirements.

Primary Responsibilities:

- Supervise daily operations of the residential group home
- Promote safety, independence, and overall quality of life for residents
- Manage and coordinate staff schedules, training, and performance evaluations
- Provide leadership, coaching, and guidance to direct support staff
- Collaborate with team members to develop and implement Individualized Habilitation Plans (IHPs)
- Supervise medication administration and ensure accurate documentation
- Manage resident and household funds responsibly
- Maintain accurate documentation and ensure DDD and licensing compliance
- Attend required meetings, trainings, and licensing inspections

Health, Behavioral & Community Support

The Residential Manager ensures residents' medical, behavioral, and therapeutic needs are addressed while promoting meaningful community engagement.

Primary Responsibilities:

- Oversee health, behavioral, and therapeutic appointments and follow-up care
- Ensure implementation of behavioral support plans
- Arrange and provide transportation for residents as needed
- Encourage community involvement, recreation, and inclusion opportunities
- Build positive relationships with residents, families, and guardians



Compliance & Quality Assurance

The Residential Manager maintains regulatory compliance and supports quality assurance efforts within the home.

Primary Responsibilities:

- Ensure compliance with DDD regulations and licensing standards
- Maintain organized and audit-ready program documentation
- Monitor implementation of behavioral support plans
- Support continuous quality improvement efforts

Skills & Qualifications

- High School Diploma or equivalent required (Associate's or Bachelor's degree preferred)
- Minimum one (1) year of experience in direct care, residential, or group home services preferred
- Experience working with Behavioral Support required
- Strong leadership, communication, and organizational skills
- Knowledge of DDD regulations, licensing standards, and behavioral support plans preferred
- Valid driver's license and reliable transportation required
- CPR/First Aid certification (or willingness to obtain)

Why Work at ArcMorris

ArcMorris is more than a workplace — it is a community that values compassion, teamwork, and professional growth.



Benefits

- 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

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