

## Assistant Residential Director

### 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.

### Job description:

#### Job Summary

Reporting to the Residential Director, the Assistant Director serves as a support for the staff of the department and ensures that Group Home Managers operate safe, person-centered, enriching, residential programs that ensure consumer welfare, while promoting growth and independence. In addition, the Assistant Director trains and supervises the management team in all aspects of program operations and ensures strict adherence to all of The ArcMorris and the Division of Developmental Disabilities Policies and Procedures.

#### Responsibilities include:

- Supervise and administer all assigned residential programs.
- Implement and monitor quality assurance and program evaluation systems in the Residential Department in conjunction with the Director of Residential Services.
- Act as liaison between residential programs and other departments, external agencies, and family members.
- Responsible for assisting in the hiring process and subsequent training, ongoing supervision and evaluation of managers.
- Oversee residential programs in order to maintain staffing levels consistent with DDD contracts.
- Ensure compliance with all regulations and circulars. Responsible for preparations for licensing inspections for all assigned residential programs.
- Implementation and revision of the Department Operations Manual in conjunction with the Director of Residential Services.
- Assume on-call responsibilities.
- Responsible for monitoring of expenditures, and oversight of all financial systems within the various residential programs.
- Conduct routine program audits of financial systems and consumer files.
- Ensure quality, person-centered IHP development and implementation through ongoing training and monitoring.

- Facilitate and participate in all aspects of clinical programming through the IDT, IHP, and Treatment Team processes.
- Provide guidance and direction with staff related issues in conjunction with the Personnel Department.
- Follow all Arc/Morris and DDD policies, procedures, and guidelines.
- Cooperate with licensee and Division staff in any inspection or investigation.
- Perform other duties as directed by the Director of Residential Services with regard to the administration and operation of the program.

**Skills:**

- Must be able to communicate in a clear and concise manner, both verbally and in writing, with consumers, all levels of staff, professionals, family members, and other persons in the community.
- Must work with minimal supervision.
- Must be able to use good judgment when addressing consumer issues and emergencies.
- Proficient in word processing, database, and spreadsheet programs.
- The ability to effectively train and orient staff in a clear and concise manner.

**Qualifications:**

- Master's degree in Human Service Field or related preferred, and at least one to three years of direct supervision of staff in a residential facility or an Associates Degree in Human Services Field and at least three years of direct supervision of staff in a residential facility.
- Must be able to communicate in a clear and concise manner, both verbally and in writing, with consumers, all levels of staff, professionals, family members, and other persons in the community.
- Highly organized and detail-oriented with superior interpersonal skills.
- Good problem-solving and judgment skills.
- Budget management experience.

**Job Type:** Full-time

**Pay:** \$60,000.00 per year

**Benefits:**

- Dental insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Referral program



- Retirement plan
- Tuition reimbursement
- Vision insurance

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