

## Floating Residential Manager

### 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 Director of Day Habilitation, the After Care Lead plays a vital role in providing hands-on support and guidance to individuals in our Day Program. This position is responsible for ensuring a safe, engaging, and supportive environment while assisting consumers with activities of daily living, personal care (as needed), and program activities. The ideal candidate will demonstrate respect, kindness, and patience in all interactions, encouraging self-help skills and fostering independence. They will work collaboratively with a team to ensure the well-being and safety of all participants while maintaining a professional and positive demeanor.

**Reporting to the Assistant Director of Residential Services, the Floating Residential Manager provides leadership, supervision, and operational oversight across multiple ArcMorris residential homes. This role fills in for absent managers, ensures smooth daily operations, and maintains high-quality care for individuals with Intellectual and/or Developmental Disabilities (IDD). The Floating Residential Manager oversees staff, supports residents, manages budgets, and ensures regulatory compliance while adapting to changing assignments. They serve as a key resource for troubleshooting issues, providing direct support when needed, and fostering effective communication with families, staff, and stakeholders. This role combines the standard duties of a residential manager with the flexibility of providing coverage across multiple locations as needed.**

### Responsibilities

- **Implement a person-centered approach and philosophy across multiple residential sites, adapting support services to meet individual needs.**
- **Provide leadership and supervision to residential staff across assigned homes, ensuring adherence to Arc/Morris policies and regulatory standards.**
- **Conduct regular visits and audits of assigned homes, reviewing documentation, medication administration, safety, and cleanliness.**
- **Facilitate and chair ISP meetings for residents as needed, ensuring proper development and implementation of individual service plans.**

- Assist in staff training, mentoring, and performance management to promote professional growth and quality service delivery.
- Coordinate 24-hour coverage and direct support coverage as necessary, utilizing per-diem and other resources effectively.
- Serve as a liaison between residential teams, families, clinical staff, and agency leadership to ensure seamless communication and problem resolution.
- Ensure timely completion of all required documentation, including emergency evacuation plans, communication logs, progress notes, and compliance reports.
- Monitor individual health appointments, clinical interventions, and behavior support plans, collaborating with clinical teams.
- Participate in management meetings, quality assurance activities, and continuous improvement initiatives.
- Maintain financial oversight of resident funds, petty cash, and household accounts as assigned.
- Respond to on-call emergencies and provide direct care coverage during staff shortages or crises.
- Adhere strictly to all Arc/Morris, DDD, and OOL policies, procedures, and regulations.
- Perform other duties as assigned by the Assistant Director of Residential Services or senior leadership.

**Qualifications:**

- Associate's Degree in Human Services or related field with at least one year experience working with adults with developmental disabilities, including supervisory experience; or two years' experience with supervisory responsibility.
- Valid Driver's License with ability to provide transportation to people supported, as needed; and the ability to travel to multiple ArcMorris Group Homes throughout Morris County.
- Strong problem-solving, organizational, and multi-tasking skills with keen attention to detail.
- Excellent interpersonal, verbal, and written communication skills.
- Patience, compassion, and a genuine commitment to supporting people with I/DD.

**Location:**

- Morris County, NJ

**Salary: \$45,000 to \$50,000/year.**

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