



JOB OPENING:
Assistant Program Manager
Supervisor: Group Home Manager

Qualifications:

Previous Experience – Minimum of 1 year of experience in the field of developmental disabilities.

Education – GED or High School diploma.

Certifications – must have or be willing to obtain First Aid, CPR, and DDD training etc., driver's license.

Professional License – None.

Additional Requirements – must be a flexible individual who has a basic knowledge of community living arrangements, integration and normalization.

Job Summary:

Responsible for the duties as assigned by the Manager so that the residential facility will operate smoothly and provide the service recipients the opportunity for maximum growth. The Assistant Manager will be responsible for and assume the duties of the Manager at any time the Manager is not available. This means the Assistant Manager will assume responsibility for the general operation of the program. The Assistant Manager will be expected to be available for work during any shift the Manager assigns, as well as be available for emergency coverage beyond regularly scheduled hours. The Assistant Manager will be on call as assigned by the Manager.



JOB OPENING:
Assistant Program Manager
(Continued)

Benefits:
Medical, Dental, Life, and 403(b)

Location:
1900 Laurel Road
Lindenwold, NJ 08021

Contact:
In house applicants, please submit
resume to main office.

It is the policy of The Arc of Camden County, to provide equal employment opportunity to all people without regard to race, color, creed, sex, age, national origin, affectional or sexual orientation, marital status, armed forces eligibility, or disability.

The Arc of Camden County is fully committed to assuring opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries, and other compensation, transfer and layoff or termination.