



JOB OPENING:
Assistant Director of Employment Services
Supervisor: Director of Supported Employment

The Arc of Camden County is seeking an Assistant Director of Employment Services to join our growing Employment Network and Supported Employment Department. We need an enthusiastic individual to assist in leading our department that helps individuals in obtaining and maintaining successful employment. Join a team that believes that all people have strengths and talents, and people should be valued for their abilities rather than judged based on their disabilities. All the services we provide emphasize the development of each individual's potential to the fullest extent possible.

Qualifications:

Previous Experience – Experience working with individuals with developmental disabilities preferred.

Education – Bachelor's Degree with a minimum of 3 years paid, related experience.

Additional Requirements –

- Candidate must be able to pass a high level of Security Clearance from the Federal Government.
- Candidate must be a CPWIC/WIPC or be able to pass the training and become a Community Partner Work Incentives Counselor or Work Incentive Practitioner.
- Valid Driver's license, acceptable driving record & proof of vehicle insurance.
- Excellent time management skills and ability to work a flexible schedule in multiple locations.
- Ability to work independently, multitask and problem solve.
- Understanding of how to work with individuals with diverse abilities.

Bilingual candidates are strongly encouraged to apply and experience working in the Supported Employment field is a plus.

Please submit resume and cover letter.



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(Continued)

Benefits:
Medical, Dental, Life, and 403(b)
Paid training
Mileage reimbursement

Location:
215 W. White Horse Pike
Berlin, NJ 08009

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.