



JOB OPENING:

LPN Group Home Assistant Manager

**Supervisor: Residential Department Director, Program
LPN Manager**

Qualifications:

- Must have a current Nursing license from the state of New Jersey.
- Must have knowledge of community living arrangements, integration and normalization concepts and has a valid New Jersey driver's license.
- Must possess or be willing to acquire Certifications – First Aide, CPR and DDD Group Home Training.
- Must be 21 years of age or older.

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.
- 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 group home.
- Work during any shift the Manager assigns, as well as be available for emergency coverage beyond regularly scheduled hours.
- On call as assigned by the Manager

Specific Duties and Responsibilities:

- Participate in and supervise the carrying out of the Individual Habilitation Plan.
- Ensure accurate records are kept (medical, financial, identification etc.)
- Transport clients to necessary appointments or activities
- Complete all other medical treatments as assigned by the manager
- Maintain an alert awareness while on duty to ensure the safety of the individuals in the program.



JOB OPENING:
LPN Group Home Assistant Manager
(Continued)

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

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

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

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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.