



JOB OPENING:
Residential Case Manager
Supervisor: Residential Department Director

Qualifications:

Education – Bachelor’s Degree in Social Work or a related field preferred.

Certifications – Must have or be willing to obtain First Aid, CPR, and DDD training etc., current NJ driver’s license.

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

Job Summary:

- Responsible for all duties as assigned by the Residential Dept. Director so that the programs will operate smoothly and provide the residents the opportunity for maximum growth.
- Will be expected to be available for work during any shift the Director assigns
- Responsible for maintaining accurate knowledge of residential procedures, shift responsibilities, individual consumer characteristics, Residential Policies and Procedures and the pertinent policies and procedures of the Division of Developmental Disabilities
- Participate in the development and implementation of program participants Individual Service Plan.
- Ensure accurate records of consumer and program activities are maintained in the resident I.S.P. log and the residence log.
- Monitor individual financial account in the residence and assure that proper procedures are followed when withdrawals and deposits are made.
- Ensure all programs fire drills are completed a minimum of once a month



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Residential Case 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.

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.