



JOB OPENING:

Day Program Assistant Center Supervisor Supervisor: Day Program Center Supervisor

Qualifications:

Previous Experience – Minimum of 2 years of experience in the field of developmental disabilities.

Education – High School Diploma or equivalent

Additional Requirements – Minimum 21 years of age. NJ Driver's license and acceptable driving record required. Must have or be willing to obtain First Aid, CPR, and DDD training.

Job Summary:

- Responsible for the supervision of direct-care staff and service recipients.
- Accept and demonstrate the Agency's Standard of Cooperative Teamwork.
- Maintain service recipients' files and records, including accurate and current Emergency Cards, Annual Medical & Dental forms, Emergency Treatment forms, Transportation Signoffs and Supervision Assessments.
- Report and document unusual and in-house incidents in accordance with Division, Department of Human Services and Agency policy.
- Develop, implement, and monitor program activities that will address the needs of individuals attending Day Programs.
- Ensure that vehicles, heating and air conditioning units and emergency lighting and fire alarm systems are properly maintained and serviced.
- Assess and advocate for the needs of service recipients.
- Assist in the supervision, training and evaluation of staff assigned to the Day Program. Review orientation Manual with new employees.
- Represent consumers and the Agency in a positive and professional manner



JOB OPENING:
Assistant Group Home Manager
(Continued)

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

Location:
Mortka ATS
109 N. Black Horse Pike
Suite 6
Blackwood NJ 08012

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.