



OPEN POSITIONS LIST- Updated 6/4/14

www.arcatlantic.org

Schedules are approximate representations – not guaranteed – may change as service needs change;
 We are an Equal Opportunity Employer

ENTRY LEVEL, DIRECT SUPPORT (DSP)

Positions require completion of a survey prior to consideration. The survey will be used when evaluating qualifications. The survey can be found [here](#) or on our website on the employment tab.

Residential Assistant: Min. Requirements: Valid, non probationary NJ Driver’s License, at least 18 years of age, High School Diploma or GED.

Description: supporting adults to master living skills (meal prep, med. appts., recreation, etc.) and pursue life-enhancing goals. Duties may require lifting of heavy objects or people.

	# hours	Pay Rate Per hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Pleasantville 101	40 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.			11p-7a	11p-7a	11p-7a	11p-7a	3p-11p
Pleasantville 101	32 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.			3p-11p	3p-11p	3p-11p	7a-3p	

Pomona 102	35 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.				11p-7a	7a-10a 11p-7a	11p-7a	3p-11p
Absecon 103	38 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.	7a-10a			11p-7a	7a-10a 11p-7a	11p-7a	11p-7a
EHT 104	32 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.	2p-10p	2p-10p				7a-3p	7a-3p
EHT 104	40 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.	3p-11p	3p-11p			2p-10p	3p-11p	3p-11p
EHC 105	34 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.		11p-7a	7a-9a 11p-7a	11p-7a			11p-7a
EHC 105	32 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.	11p-7a	3p-11p			11p-7a	11p-7a	11p-7a
Pleasantville 109	32 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.			3p-11p		3p-11p	3p-11p	3p-11p

Mays Landing 121	32 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.			3p-11p	3p-11p		3p-11p	3p-11p
Mays Landing 110/121	37.5 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.	11p-7a	7a-9:30a			11p-7a	11p-7a	11p-7a
Pleasantville 122	36 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.			3p-11p	3p-11p	3p-11p	9a-9p	
Pleasantville 122	38 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.	7a-3p	9a-3p			7a-3p	7a-3p	7a-3p
Mays Landing 123	32 Full Time	\$9.25/hr increased incrementally to \$9.75 when training complete.	11p-7a	11p-7a	11p-7a			3p-11p	

ENTRY LEVEL, DIRECT SUPPORT (DSP)

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Substitute Residential Assistant:

- **Min Requirements:** Valid, non-probationary NJ Driver's License, at least 18 years of age, High School Diploma or GED
- **Locations and hours may vary...**employee has control over shifts they accept.
- **Starting salary:** \$9.25/hr increased incrementally to \$9.75/hr when training is complete for entry level shifts
- **\$10.22/hr (no increase)** for Clinical Support Counselor hours, which requires at least two years' experience in the field.

Family Support Associate:

- **Part Time After School Program:** Rewarding part-time hours available working with children who have intellectual and developmental disabilities. Weekdays from 2:30pm-5:30pm for an after school pgm in Mays Landing. Position requires a valid NJ DL, HS dip/GED. Exp. caring for children a plus. \$9.45/hour.

NON ENTRY LEVEL DIRECT SUPPORT (DSP):

Clinical Support Counselor:

Positions require completion of a survey prior to consideration. The survey will be used when evaluating qualifications. The survey can be found [here](#) or on our website on the employment tab.

Min Requirements: Valid, non-probationary NJ Driver’s License, at least 18 years of age, High School Diploma or GED plus at least two (2) years’ experience working with people who have intellectual challenges

Description: supporting adults to master living skills (meal prep, med. appts., recreation, etc.) and pursue life-enhancing goals. Duties may require lifting of heavy objects or people.

	# hours	Pay Rate Per hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Galloway 128	36 Full Time	\$10.22/hr increased incrementally to \$11.22 when training complete.	11p-7a	7a-11a 11p-7a	7a-11a 11p-7a	7a-11a			

Management

Position requires completion of a survey prior to consideration. The survey will be used when evaluating qualifications. The survey can be found [here](#) or on our website on the employment tab.

Residential Manager Associate’s degree and two (2) years experience or high school diploma or equivalent and three (3) years experience working with adults with developmental disabilities. Supervisory experience required.

Description: Serve as the site manager and a role model for all staff and residents at the home. Insure the overall health and safety of consumers and strive to have consumers understand and exercise their rights to the fullest extent possible. Provide training to consumers in the development of independent living skills, including, but not limited to, instruction in social skills, meal preparation, money management, sexuality, and hygiene. Transport consumers as required. Assure completion of fiscal and other documentation responsibilities. Provide supervision and training to Residential Assistant Manager(s) and direct service staff in all areas of program responsibility. This position requires lifting of an individual.

	# hours	Pay Rate Per hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mays Landing 110	40	\$32,000 annualized exempt	Schedule to be determined by the support needed						

Management (cont.)

Residential Assistant Manager : Min. Requirements: High school diploma or equivalent and at least 2 years experience working with adults with developmental disabilities. Some college and supervisory experience preferred. At least 18 years of age and must have a valid NJ Driver's License.

Description: Supervising a residential program by role modeling, encouraging and motivating staff and people served. Assuming management role in the absence of the manager by monitoring the program's budget, assuring activities occur, staff scheduling/supervision and direct support are just a few of the responsibilities of the Assistant Manager. Insure the overall health and safety of consumers and strive to have consumers understand and exercise their rights to the fullest extent possible. Provide training to consumers in the development of independent living skills, including, but not limited to, instruction in social skills, meal preparation, money management, sexuality, and hygiene. Transport consumers as required. Assure completion of fiscal and other documentation responsibilities. Provide supervision and training and direct service staff in all areas of program responsibility.

	# hours	Pay Rate	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Absecon 103 Egg Harbor 105	40	\$25,000 annualized Exempt		To be determined according to program needs					

Administrative (to apply fax resume to (609) 646-1369

Clinical Services Coordinator: Provides training and counseling with staff on implementation of therapeutic interventions. Salaried, 40 Hours as required, position requires flexible schedule with frequent night and occasional weekend hours as well as rotating on-call

Qualifications: Bachelor's Degree in Psychology, Social Work or Special Education with a minimum of two years of experience in the field of developmental disabilities or behavior support.

Other:

- Valid New Jersey driver's license
- Excellent computer skills
- Become certified as a Crisis Management Instructor

Public Relations and Communications Coordinator: Primary responsibility for all aspects of The Arc's internal and external communications including social media / public relations. 24 hours and as needed, hourly, non-exempt

Education/Experience: Bachelor's degree required in communications, public relations, communications or marketing related field, plus three years of experience in public relations, communications or marketing. Previous experience in working with executives, board members, committees and other volunteers required. Professional discretion required, demonstrated through previous experience working with and preserving sensitive and confidential personal/organizational information. Membership in a communications, public relations, communications or marketing related professional association and previous experience in a fundraising environment is preferred.

Other:

- Excellent professional and interpersonal skills
- Excellent computer literacy
- Experience with computer software, including Gift Works, web publishing, Constant Contact, First Giving, Social Media, etc.
- Proactive and creative problem solver
- Creative Problem Solving Skills

- Valid New Jersey drivers license.

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