

**Assistant Director of Residential Operations  
New Jersey Community Development Corporation**

New Jersey Community Development Corporation is a multi-faceted community development and social service agency providing opportunities to transform lives in Passaic County. The Assistant Director of Residential Operations oversees all facets of program operations for Hawthorne Supervised Apartment Program, the Supported Living Program and the NJCDC Day Program. The Assistant Director also provides administrative and programmatic support to the Director of Residential Operations.

**RESPONSIBILITIES:**

- Ensures overall performance of programs meeting identified outcomes, including expectation of a program culture that is inspiring, nurturing, and supportive.
- Hires, trains, supervises and evaluates program staff.
- Establishes the staff schedule. Reviews and approves staff time sheets, vacation and holiday requests.
- Coordinates the referral and admissions process.
- Coordinates the planning for new residents to move into the residence, including reading records and completing evaluations to determine appropriateness of potential program residents, as well as ensuring that all admission records are in place prior to the move-in date.
- Initiates and coordinates the ongoing Individual Habilitation Plan for each resident and ensures that all staff is active participants in the required components of this process.
- Monitors the DTR progress for each resident. Tracks progress related to residents' IHP goals and objectives.
- Ensures the timely and thorough completion of program documentation as required by state licensing standards, agency policy and procedures and continuous quality improvement (CQI) guidelines.
- Reviews the daily logs, medication logs, communication log, activity sheets, and incident reports at least once every 72 hours to identify any errors, problems, trends, or issues which require intervention.
- Provides administrative & programmatic support to the Director of Residential Operations
- Works with Director of Residential Operations to ensure that program staff is thoroughly familiar with State licensing standards and policies and procedures of NJCDC's residential programs.
- Assists Director of Residential Operations in new program development, including attending planning meetings.

- Cooperates with the Department of Children and Families, Department of Human Services, Division of Developmental Disabilities, Division of Mental Health & Addiction Services and the Office of Licensing during all investigations.

Prospective applicants must possess a Bachelor's Degree in social work or human services field preferred and three years experience in residential setting; demonstrated experience working with developmentally disabled; excellent organizational skills; self-starter; ability to work independently; ability to multi-task; Excellent interpersonal, verbal, and written communication skills; and a valid, clean New Jersey driver's license.

### **If Interested In Applying For This Position**

Send your resume with a cover note telling us a little about yourself, your skills, and experience to: **Human Resources at [careers@njcdc.org](mailto:careers@njcdc.org). Please place "Assistant Director" in the subject line of your email.**