

OPEN POSITION

DATE: January 9, 2018

JOB TITLE: Program Manager- Jill Court ATC

DEPARTMENT: Adult Services

STATUS/ CLASSIFICATION: Full-time/Exempt

JOB SUMMARY: Oversee the day-to-day operations of community-based work sites (group and individual), including the supervision of staff, development, implementation and supervision of consumer services and employer relations. Coordinate provision of transportation services.

LOCATION: As per the need of the service, generally work is performed at the program site or job sites in the community.

EDUCATION: High School Diploma or equivalent required. Undergraduate degree in relevant field preferred.

EXPERIENCE/TRAINING: A minimum of three years of professional experience with persons with developmental disabilities or related population required. Prior supervisory experience required.

SALARY: As per Agency salary guide.

BENEFITS: Comprehensive Benefits Package: Medical, Dental, Vision, Life, STD, LTD, AD&D, PTO (paid-time-off), Holiday Pay; 401(k), FSA, EAP, credit union; tuition assistance and voluntary benefits (i.e.: AFLAC, Combined, TransAmerica, Mutual of Omaha, etc.)

RESPOND BY: January 23, 2018

In-house applicants should direct a letter of intent/ resume to the Director of Human Resources. External applicants should submit a resume to the Director of Human Resources at: bessiee@thearcofsomerset.org

EQUAL OPPORTUNITY EMPLOYER