

OPEN POSITION

DATE: July 24, 2017

JOB TITLE: Director of Adult Services

DEPARTMENT/ CATEGORY OF EMPLOYMENT: Adult Services/ Administration

STATUS/ CLASSIFICATION: Full-time/ Exempt

JOB SUMMARY: The Director of Adult Services is responsible for the overall direction, quality, fiscal health and effectiveness of residential, center, employment and community based adult services for the organization. Leadership through the fee for service transition is key: The Director of Adult Services will work to maintain current service offerings and develop the organization's ability to provide other services under the guidance and direction of the Executive Team.

LOCATION: Branchburg/ Manville Locations; frequent field work at service locations and/ or in the community.

EDUCATION: Bachelor's degree in rehabilitation, social work or related field. 2 to 4 years of relevant work experience required. Master's degree preferred.

EXPERIENCE/TRAINING: 5+ years of supervision and/or administration experience required with equivalent experience in the Intellectual/Developmental Disability (IDD) services field.

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: August 7, 2017

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: christinaf@thearcofsomerset.org.

EQUAL OPPORTUNITY EMPLOYER