

ASSISTANT MANAGER

Job title – Assistant Manager (Residential OR Day Hab Services)

Location: Manville, Union Ave, Hillsborough, Branchburg, Bridgewater

Eligibility requirements: Valid Driver's license, as Travel is required

Required degrees, skills, or experience: HS Diploma or equivalent. Undergraduate degree in relevant field preferred.

Work experience with the developmentally disabled population in a community residential or residential setting (**preferred**)

Key roles and responsibilities:

- Assist Program Manager in administering ongoing operations and activities of the Day or Residential Program.
- Responsibilities include: Staff Supervision/Training, Meetings/Functions Reports/Documentation
- All aspects of Consumer Support including: Medical, Finance and Maintenance

Salary: As per Agency salary guide.

Benefits:

- Medical, Dental, Prescription and Vision Insurance for **employee and family**
- Life and AD&D Insurance(**Employer Paid**)
- Long term Disability (**Employer Paid**)
- 401k (**Both Full and part time employee**)
- Short term Disability
- FSA
- Tuition reimbursement program
- Paid Trainings
- Generous Paid Vacation and Holidays

Department: Adult Services/ Day & Residential

Send your resume to jobs@thearcofsomerset.org

In-house applicants should direct letter of intent or resume to monimalaj@thearcofsomerset.org

EQUAL OPPORTUNITY EMPLOYER