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## **Job Posting**

**Job Title:** Coordinator, Community Resources **Department:** Criminal Justice Advocacy Program

**Employment/Status:** Professional

**Employment/Classification:** Non Exempt/Part-time

**Job Summary:** Case Manager for clients in the Criminal Justice Advocacy Program; Develop Personalized Justice Plans which will be used as alternatives to incarceration on behalf of defendants with intellectual and developmental disabilities.

**Location:** The Arc of NJ, 985 Livingston Avenue, North Brunswick, NJ, 08902 and in community as needed.

### **Responsibilities:**

1. Abide by The Arc of NJ's Code of Ethics - Staff.
2. Represent The Arc of NJ and all persons receiving services in a professional and reputable manner.
3. Coordinate existing community resources which will lead to the development of Personalized Justice Plans (PJPs). This includes updating existing database of services.
4. Monitor and track services provided to Program clients through a comprehensive case management system. This includes maintaining and updating the system in place. This also includes out-of-office travel to meet clients, criminal justice professionals, probation officers, and service providers.
5. Aid the Program in providing technical assistance to the criminal justice system about issues surrounding developmental disabilities.
6. Provide specialized education and training to legal, criminal justice, and human service agencies, service providers, and consumers regarding issues affecting offenders with developmental disabilities.
7. Carry out other related duties as assigned by the Director.

**Immediate Supervisor:** Director, Criminal Justice Advocacy Program. **Direction of Others:** N/A

**QUALIFICATIONS:** Bachelor's degree in related field, 1-3 years experience working in the criminal justice system, and/or with people with developmental disabilities. Knowledge of case management services helpful. Valid driver's license and good driving record.

**Salary Range:** As per agency Guide.

**Disclaimer Clause:** This job description and specifications are not intended and should not be construed to be an exhausted list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the position within this Agency's operation. The Arc of New Jersey is an Affirmative Action / EEOE Employer

**EMAIL:** Letter of interest and resume on or before 11/13/15 to: [joppenheim@arcnj.org](mailto:joppenheim@arcnj.org)