The Arc of New Jersey

Achieve with us.

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Job Posting

Job Title:	Transition Navigator	**Department:**	Planning for Adult Life
Employment/Status:	Professional	**Employment/Classification:**	Exempt/Full-time

Job Summary: To provide transition information, support and education for students with developmental disabilities and their families.

Location: **Two positions open**: One covering Middlesex, Somerset, Mercer & Monmouth Counties; a second covering Atlantic, Burlington and Ocean Counties.

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. Provide transition information and support in 3-5 counties including:
4. Coordinate and run one Parent Prep Club meeting per county per month
   - Form relationships with high schools to facilitate information and referral, MAPs Club and jobsite visits.
   - Identify and contact employers within the target area to assess interest in hosting jobsite visits for students with developmental disabilities.
   - Liaison with Local County Chapters as well as programs and projects of The Arc of NJ as needed to provide supports to students and families.
5. Maintain records, notes and attendance reports as required by the Program.
6. Successfully complete all mandatory trainings as required by funding source and/or The Arc of NJ.
7. Perform any additional assignments or duties as requested by the Director, Planning for Adult Life.

Immediate Supervisor: Director, Planning for Adult Life

Qualifications: Bachelor Degree required, master's preferred. Experience working with individuals with developmental disabilities. Knowledge of New Jersey's service and support systems for individuals with developmental disabilities. A valid driver's license, insurability by The Arc of NJ's automobile insurance carrier, valid vehicle insurance and reliable vehicle.

Salary Range: As per agency Guide.

Disclaimer Clause: This job description and specifications are not intended and should not be construed to be an exhaustive 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/Equal Opportunity Employer.

EMAIL: Letter of interest and resume on or before 8/19/22 to: jmaseko@arcnj.org