The Arc of Cape May County

822 Route 47

South Dennis, NJ 08245

609-861-7100 x128

brian@arcofcapemay.org

**Position Available - Director of Vocational and Day Habilitation Services**

The Director of Vocational & Day Habilitation Services is responsible for the programmatic and operational development, administration, and oversight of employment, vocational, and day services programs for The Arc of Cape May County. This position is also responsible for the supervision of the Thrift Store Manager.

* Ensure program excellence through the development and implementation of programs designed to meet the social, emotional, physical and personal needs of all people supported;
* Ensures that all program sites, operations and documentation comply with applicable accreditation and licensing standards as well as all applicable federal, state and local laws and regulations and the agency Compliance and Quality Assurance Plan;
* Develop, maintain and manage systems to track and evaluate program components to measure program success and fiscal sustainability;
* Maintain high visibility across all vocational and day habilitation programs, engaging with all stakeholders as needed to ensure program excellence, fiscal sustainability and compliance;
* Manage the development of community and business partnerships and relationships to provide vocational opportunities for existing and potential people supported;
* Oversee the development, documentation and monitoring of outcomes, related strategies and progress of people supported in vocational and day habilitation programs and report the same to applicable stakeholders including parents/guardians, support coordinators and senior management staff;
* Foster a positive, success oriented, accountable environment for staff and people supported within the agency;
* Participate in the development of policies and procedures and related forms and materials applicable to the operation of vocational and day habilitation programs;
* Oversee and manage admission and discharge of people into vocational and day habilitation programs including the development and implementation of admission criteria, forms and other materials;
* Facilitates program modification or expansion in response to and in accordance with current agency and program strategy and need, as well as regulatory oversight and expectations;
* Develop and maintain professional relationships with community partners including DVRS, schools, the business community, etc.

**Bona Fide Occupational Competencies:**

* Master’s degree in related field, or, alternatively, a Bachelor’s degree in related field and a minimum of five (5) years of experience in human services demonstrating progressively increasing responsibility;
* Minimum of eight (8) years of experience working with individuals with intellectual and developmental disabilities;
* Minimum of five (5) years of supervisory or management experience