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Job Posting

Job Title: Coordinator, Community Resources

Employment/Status: Professional

Location: The Arc of NJ main office and in the community

Department: Criminal Justice Advocacy Program

Employment/Classification: Non-Exempt/Full-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

Responsibilities:

1. Identify and coordinate existing services which will lead to the development of Personalized Justice Plans (PJPs). This includes updating existing database of services.
2. 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 go to court and provide advocacy, meet clients, criminal justice professionals, probation officers, and service providers.
3. Aid the Program in providing technical assistance to the criminal justice system about issues surrounding developmental disabilities.
4. Provide specialized education and training to legal, criminal justice, and human service agencies, service providers, and consumers regarding issues affecting offenders with developmental disabilities.
5. Carry out related duties as assigned by the Director.

Immediate Supervisor: Director, Criminal Justice Advocacy Program

Qualifications: Bachelor's degree in related field, 1-3 years' experience working in the criminal justice system, and/or with people with developmental disabilities. A valid driver's license, insurability by The Arc of NJ's automobile insurance carrier, valid vehicle insurance and reliable vehicle. All applicants will be subject to initial and bi-annual Department of Motor Vehicle records check.

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 10/27/2021 to: rholt@arcnj.org