Job Posting: Director, Health Care Advocacy

Category of Employment/Status: Professional Classification: Exempt/Full Time
Job Summary: Primary program administrator, planner and facilitator of the program.
Location: The Arc of New Jersey, North Brunswick, NJ

Responsibilities:
- To manage the daily operations of the program including; answering written and oral requests for information, individual advocacy, presentations to interested groups and all other functions the job may require.
- Assure adherence to program timelines, goals and objectives.
- Serve as an expert and advocate on benefits programs and health insurance affecting individuals with IDD, such as SSI, SSDI, Medicaid, Medicare etc.
- Advocate for Medicaid enrollees with IDD to obtain necessary and appropriate health care services.
- Serve as an expert on eligibility requirements for all types of Medicaid.
- Provide up-to-date information pertaining to all issues regarding health care for individuals with IDD.
- Serve as an advocate for improving medical and dental care, and behavioral and mental health supports for persons with IDD throughout the state.
- Prepare and disseminate resource material to individuals with IDD, families, caregivers, physicians, nurses, DD Agencies and staff of DHS and other pertinent Departments in NJ.
- Organize and implement a statewide conference/webinar series on topics relating to the health and mental health needs of individuals with developmental disabilities.
- Report all activities to The Arc of New Jersey, the Board of Directors and the funding agency as outlined in the contract.
- Make presentations to groups that request information on issues relating to the health and mental health needs of individuals with IDD.

Qualifications: Bachelor Degree in related field plus at least 3 years’ experience in the field of developmental disabilities.

Disclaimer Clause: This posting 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. The Arc of New Jersey is an Affirmative Action / EEOE Employer

MAIL, EMAIL OR FAX: Letter of interest and resume on or before 10/6/23 to:
The Arc of New Jersey, 985 Livingston Avenue, North Brunswick NJ 08902
Attn: Lisa Ford Iford@arcnj.org (F) 732.828.2022