## Job Posting

**Job Title:** Director  
**Department:** Criminal Justice Advocacy  
**Employment/Status:** Professional  
**Employment/Classification:** Exempt/Full-time

### Job Summary:
Primary administrator, planner and facilitator for the Criminal Justice Advocacy Program which engages in advocacy, case management, education and training related to the issues of individuals with developmental disabilities who become involved in the criminal justice system as defendants, victims or witnesses.

### Location:
Generally duties are performed at 985 Livingston Ave, North Brunswick, NJ

### Responsibilities:
- Advocate on behalf of offenders with IDD who have become involved in the criminal justice system in superior and municipal courts in the State;
- Oversee case management by Community Resource Coordinators of services for offenders with IDD;
- Supervise drafting and maintenance of comprehensive justice plans utilized by the courts as an alternative disposition to jail/prison;
- Educate law enforcement, attorneys, courts and court staff, as well as the disability community to strengthen effective communication and protect civil rights of offenders, victims and witnesses;
- Chair the Partners in Justice Taskforce, addressing issues related to the criminal justice system as it affects individuals with I/DD;
- Preparing grants and implementing system-wide interventions affecting the criminal justice and human service systems;
- Review, monitor and provide comment on legislation, regulation and policy related to criminal justice issues;
- Assuring adherence to all program recordkeeping, time schedules and objectives;
- Developing staff training programs, program literature, and inter-agency relationships;
- Reporting all activities to The Arc of New Jersey, the Board of Directors and the funding agencies as outlined in the contracts; and
- Carrying out all other duties as assigned by your supervisor.

**Immediate Supervisor:** Associate Executive Director
Qualifications:
Specific knowledge of NJ’s service and support system for individuals with developmental disabilities and criminal justice system. Excellent oral and written communication and presentation skills. Ability to utilize computers and smart phones for data entry and research.

Responsibility:
Responsibilities include: working independent in the community under limited supervision

Education:
JD or Masters degree in criminal justice, psychology, social work, or related field required. At least 2 years experience in program management including staff supervision in a criminal justice or human service setting required. Experience in working with individuals with developmental disabilities and/or mental illness preferred.

Other:
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 7/30/21 to: cfortin@arcnj.org