



February 2022

## **Guttenberg Center for Special Services**

### **Assistant Director, Adult Services / Day Habilitation Program Manager**

#### **Job Description**

The Assistant Director of Adult Services leads a team of direct support professionals and staff members at the Guttenberg Center for Special Services to provide support, assistance and guidance to adults with disabilities that will enable program participants to develop skills and enhance their ability to engage with their community across all Adult programs offered in the Guttenberg Center for Special Services.

Under the supervision of the Director of the Guttenberg Center for Special Services, and in collaboration with the Operations Coordinator of the Guttenberg Center, execute agency, program, federal and state policies and procedures including:

- Participate in development of a continuum of programs and services for adults ages 21-35 and those 35-50+
  - Adult Day Habilitation Program
  - Community Inclusion – Sunday On Our Own
  - Community Inclusion – LIFE Social/Cultural/Travel Group
  - Life Skills Development Center- Circle of Friends
  - \*NEW – Aging in Place Day Habilitation Program
- Participate in the recruitment, interviewing, orienting, training staff
- Supervise and mentor Direct Support Staff; interview and assess new candidates
- Ensure that staff receive all required in-service training
- Assists in developing and implementing Quality Assurance plans for all Adult Programs
- Working with the Department Director, develop annual fiscally responsible budgets for Adult Programs
- Oversight of Adult Program Budgets
- Direct Care for Adult Day Program Ensure participants' safety by providing consistent supervision and observation
- Promote a nurturing learning environment in our Adult Day Habilitation Program and other department programs
- Provide training of adult living skills in a dignified and respectful manner
- Perform tasks on-site and in the community that involved teaching individuals with developmental disabilities various life skill activities that promote fuller personal development, enjoyment and expanded independence, community integration and individualization
- Supervise and provide direct care for Life Skills Development CIRCLE of Friends Social Group

#### **Duties and Responsibilities**

- Manage, design and deliver Adult Programs and Services including but not limited to our Day Habilitation Support services that are in full compliance with all state and federal requirements
- Conduct all Adult Program(s) Intake Interview meetings with perspective program participants to assess program compatibility and appropriateness
- Point of Contact for families and caregivers
- Continually identify/analyze participants interests and abilities according to functional assessment

- Develop individual goals and strategies, benchmarks and timelines; adjust as/when needed
- Handle crisis situations according to emergency procedures and policies
- Directly supervise and provide mentoring to Direct Support Staff, and guidance to Assistant Mgr
- Provide hands-on instruction
- Review Daily Note submissions by staff for program participants
- Completion of participants' Annual Reports to be in alignment with outcomes, Daily Notes and progress
- Oversee and ensure completion and submission of thorough daily documentation for each participant
- Monitor program attendance (and health screenings) on a daily basis
- Complete all required DDD and JCC staff trainings
- Attend participants' annual planning meetings and provide input for annual plans
- Participate in the intake and assessment process for new candidates
- Provide the maximum level of supervision to ensure the health and safety of program participants
- Report any accidents and/or incidents to Department Director and Administrative Coordinator to complete and submit all required JCC forms and the DDD UIR form
- Conduct biweekly staff meeting
- Supervise Social Work Interns – upon completion of the SIFI certification program, supervise Social Work Interns across the JCC
- Project HOME- implement a focused, comprehensive LIFE SKILLS instructional program using available curriculum
- Facilitate Parent Support Groups for Families and Caregivers of ADULT program participants

**Essential Functions:**

- Ability to communicate and work with staff and adult participants of all ages and abilities
- Ability to observe participants' behaviors, assess appropriateness, enforce safety guidelines
- Follow regulations and emergency procedures, and apply appropriate behavior and management techniques
- Cognitive and communication abilities to plan and conduct activities to achieve maximum participant skill development
- Physical ability and strength to respond appropriately to situations requiring First Aid/CPR
- Physical ability and strength to physically control a participant from hurting him/herself and others
- Assist participants when necessary with toileting, showering and dressing
- Be familiar and in compliance with all information in the Day Program and JCC Staff Handbooks and all State DDD and Medicaid compliance requirements
- Be accountable for all equipment and use it in a responsible manner
- Other responsibilities as assigned

**Desired Skills and Qualifications:**

- College and/or advanced degree preferred in either Special Education or related field or Social Work.
- Minimum of 5 years of work experience in the field with developmentally disabled adults, including but not limited to Autism; minimum 1 year of supervisory experience
- Meet all hiring requirements as set forth by the Kaplen JCC on the Palisades and the Division of Developmental Disabilities, State of New Jersey
- Ability to meet the individual needs of the participants in your care
- Ability to supervise the participants safely and be able to recognize potential safety hazards
- Responsible and honest
- Strong problem-solving skills and the ability to think clearly and use good judgment in ordinary, and especially, emergency situations
- Ability to communicate effectively and positively with participants, staff and caregivers
- Dependable, considerate, flexible, sense of humor, hard worker, conscientious, patient
- Driving - must possess current, clean NJ Driver's License

**Job Type:**

Full Time Pay

Benefits

403B

Paid sick, personal and vacation days

Medical Insurance

Dental Insurance

JCC Membership

Please submit a resume and two to three references to : Shelley Levy, Director, Guttenberg Center for Special Services, [slevy@jccotp.org](mailto:slevy@jccotp.org)

EOE. It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, handicap, veteran status or status within any other protected group.

