

Director, Guttenberg Center for Special Services  
Kaplen JCC on the Palisades  
411 East Clinton Avenue  
Tenafly, New Jersey 07670

#### Principal Responsibilities

Under the supervision of the Director of the Chief Program Officer, The Director of the Guttenberg Center for Special Services provides vision, leadership and overall management and oversight of the Department for Special Services. The Guttenberg Center for Special Services provides BOTH direct and indirect services for individuals childhood through adulthood over the course of the program year and summer overseeing the administration and compliance with a budget of \$1 million dollars.

These programs are:

#### **ADULTS**

##### **The Adult Habilitation Program:**

a 220+ day LIFE SKILLS and Community Based program (September-mid-June and 8 weeks July/August) for individuals with Intellectual and Developmental Disabilities, including Autism, housed at the main campus of the JCC

##### **Sunday On Our Own Program:**

a Sunday program promoting socialization, communication, recreation and life skills for young adults with I/DD and Autism ages 16- 30

##### **Project PALS (Promoting Activities and Life Skills):**

a weekday afternoon program for teens ages 14-18 and young adults ages 18-30 with I/DD and Autism which promote healthy lifestyles, social skills and communication skills while in the JCC community

#### **Circle Of Friends**

This DDD-qualified weekly socialization club is designed for young adults in their 20s and 30s with a high level of independence. This program provides a wide range of programming AFTER work hours or day program hours.

#### **CHILDREN AND TEENS**

##### **Sunday FUNDAY:**

a Sunday morning program for our youngest children ages 4-8 Designed to develop socialization and communication skills through age-appropriate structured activities such as morning meeting, music therapy and art. This class is for children with intellectual and developmental delays and autism. A high level of supervision is provided by professionals and trained volunteers

##### **Sunday Social Skills:**

a Sunday morning program that provides age-appropriate activities that enhance pro-social skills development in a natural setting for children ages 8-15 with autism, ADD/ADHD, and learning and communication

**Camp Haverim:**

a **two-week summer** day camp in August for children-teens ages 4-21 who attend Extended School Year Programs. A high level of supervision is provided by professionals and trained volunteers

**Community Events****FAMILY LIFE PROGRAMS****PARENT-TO-PARENT**

Monthly support group for parents and caregivers. Participants network with each other as well gain valuable information from experts in the field.

**All In the Family - Siblings Are Special Too**

A monthly program that provides brothers and sisters of children with special needs an opportunity to meet others, discuss common joys and concerns, and have fun.

This group is designed for children in the 7-12 year old range and includes a group meeting, snack and activities within the JCC!!

- Special Games
- JDAIM - Art For All Art Show
- Quarterly Dances for Adults

Key aspects of this role include being present and ensuring innovative and dynamic programming to meet the needs of the program participants, their families and the community at large.

**Position responsibilities include:**

Responsible for the development and implementation of department vision, goals and strategies

Responsible for creating, implementing and maintaining department budget including annual budget creation, monthly review and analysis

Responsible for implementation of all required State and Federal policies and procedures with regard to agency qualifications and certifications for State approved programs including submitting all required items to the State for annual contract renewals...

Ensure compliance and maintenance of all State of New Jersey Department of Developmental Disabilities and the Children's System of Care (PerformCare) requirements including procedures, records, documentation, reporting and billing

Provide direct supervision, coaching and leadership and ensure effective supervision, training and development of department staff and program teams including summer Inclusion staff, Camp Tikvah staff and Camp Haverim

Develop appropriate policies and practices to ensure successful inclusion practices which include intake processes, development of participant program/camp success plans, review of daily and Sunday participant progress notes and more

Develop and implement appropriate evaluation plan for department and camp staff

Work collaboratively with the Marketing department to develop a marketing plan for publicity, participant and staff recruitment, story telling

Work collaboratively with the Development department to identify external funding sources and grants

Work collaboratively with the Inclusion Director on developing policies and best practices to enhance our growing Inclusion Initiative

Work collaboratively with JCC staff to develop an annual ADA plan to ensure accessibility and inclusion for all members and staff at the JCC

Develop and present specific training sessions for Special Services staff and JCC staff on areas specific to effective programming, supports and characteristics of a diverse population and best practices.

Attend all JCC staff and department meetings

**Qualifications:**

- Master's Degree in related field (Social Work or Special Education)
- At least 8+ years program and supervisory experience
- 8-10 years working with individuals with disabilities including program management
- Strong organizational and administrative skills
- Excellent written and oral communication skills
- Positive Customer Services skills
- Knowledge of Jewish culture, traditions and community

This is a full-time position and is covered by the Code of Personnel Practices EOE

**Job Type:**

Full Time Pay

Benefits

403B

Paid sick, personal and vacation days

Medical Insurance

Dental Insurance

JCC Membership

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.