



KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

www.jccotp.org

JOB TITLE: Direct Support Provider (DSP)- Guttenberg Center for Special Services

SUPERVISOR: Director of Special Services

STATUS: Full-Time (30 hours per week)

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC)- the Guttenberg Center for Special Services is seeking a professional who enjoys connecting people and wants to support and enrich people with disabilities.

KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

POSITION OVERVIEW

We are seeking a dedicated and compassionate Direct Support Provider (DSP) to join our Rehabilitation Day Program for adults with intellectual and developmental disabilities. The DSP will be responsible for supporting participants in daily activities, assisting with personal care, and ensuring their safety and well-being. This role involves helping participants to engage in various activities to the best of their abilities, both independently and as part of a team.

RESPONSIBILITIES AND OPPORTUNITIES

- Complete all required training within 90 days of hire, including First Aid/CPR/AED/Seizure certifications, as required by the Division of Developmental Disabilities, State of New Jersey.
- Ensure compliance with all pre-employment requirements, including fingerprinting, CARI background check, Central Registry, and drug screening.
- Arrive on time and remain until all participants are dismissed or until any scheduled staff meeting is completed.
- Complete daily electronic documentation of participant progress by the end of each day.
- Assist participants with daily living skills, including toileting, showering, locker room changing, and eating, ensuring dignity and respect in all tasks.
- Accompany and actively support participants in all scheduled activities, ensuring maximum engagement.
- Maintain awareness of participants' locations and whereabouts at all times.
- Provide guidance and instruction to participants during emergency procedures such as fire drills and lockdowns.
- Follow established safety protocols and emergency procedures.
- Monitor participant safety, ensuring full supervision during all activities.
- Report accidents, incidents, or concerns to the Day Program Manager and Department Director immediately and complete any necessary forms.
- Attend all staff meetings and mandatory training sessions.
- Follow directives from the Day Program Manager and provide input as necessary.
- Participate in swimming activities as needed.

QUALIFICATIONS & SPECIALIZED SKILLS

- High school diploma or equivalent required.
- At least one year of work experience with adults with intellectual and developmental disabilities preferred.
- Compassionate, observant, and committed to fostering a positive, supportive environment for participants.
- Strong team player with excellent communication and interpersonal skills.
- Ability to work actively and participate in all scheduled activities, including swimming.

Physical Requirements:

- Must be able to assist participants with physical tasks such as toileting, changing, and lifting.
- Must be comfortable and willing to enter the pool during swimming activities.

- **Schedule:**

This is a full-time position (30 Hours), with hours aligned with the program's daily schedule. Flexibility may be required for staff meetings or special events.

SALARY: \$31,000

BENEFITS

Full time: Complimentary JCC family or Individual membership
employee discounts on all programs, services and events

Generous paid time off, paid floating federal holidays, paid Jewish holidays

Health and dental insurance

403b employer contribution

FSA/HSA options

Life insurance

long-term disability]

This job description is not intended to be all-inclusive, and the [POSITION] will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

To Apply: Please email your resume to Ruthie Bashan at: rbashan@jccotp.org