COVER PAGE
COUNTY OF UNION
WORKFIRST NEW JERSEY REQUEST FOR PROPOSALS

SECTION I

A. AGENCY INFORMATION

Agency Name:	The Arc of Union County
Authorized Signatory:	Edwin Asuta
Mailing Address:	70 Diamond Road Springfield, New Jersey 07081
Telephone Number:	973-315-0017
Fax Number:	973-315-0002
Email:	easuta@arcunion.org

B. AUTHORIZED TRAINING SITE:

Training Site Name:	The Arc of Union County - Workforce Development
Site Manager:	Joseph Navarra
Site Address:	720-722 Lexington Ave Kenilworth, New Jersey 07033
Telephone Number:	973-315-0040
Fax Number:	908-445-4255
Email:	jnavarra@arcunion.org
Hours of Operation:	08:00 AM - 05:00 PM

C. AUTHORIZED FISCAL REPRESENTATIVE

Fiscal Representative:	Frank Caragher
Title:	Executive Director
Address:	70 Diamond Road Springfield, New Jersey 07081
Telephone Number:	973-315-0000
Fax Number:	973-315-0002
Email:	fcaragher@arcunion.org

D. TYPE OF AGENCY

- [X] Not-for-Profit 501(c)(3)
- [ ] Private for Profit
- [ ] Other (specify) _____
- [ ] Public Institution
- [ ] Public / Government

Federal ID #: 22-1686764

Authorized Signatory: x _____
(Signature Required)

Date: x 06/09/20

WORKFIRST NEW JERSEY 2020 RFP

ATTACHMENT A

PROGRAM SUMMARY BUDGET

PROPOSAL SUMMARY BUDGET PAGE

AGENCY NAME:

A. PROGRAM SERVICES (Check All that Apply)

TANF

- [x] Job Search
- [x] Community Work Experience Program
- [x] CWEP Transitional
- [x] CWEP + Education Directly Related to Employment
- [x] CWEP + Job Skills Directly Related to Employment
- [x] CWEP + Satisfactory School Attendance-Cert. of General Equiv.

GA/SNAP

- [x] Job Readiness/Life Skills
- [x] Community Work Experience Program
- [x] CWEP Transitional
- [x] CWEP combined ABE, HSE, ESL

AREA SERVED

- [x] Eastern Union County
- [x] Western Union County

B. FUNDING SUMMARY

EMPLOYMENT DIRECTED ACTIVITIES	BENCHMARK FEE	REQUESTED FUNDING			
		East	LOS	West	LOS
TANF					
Job Search	$600	$12,000	20	$12,000	20
Community Work Experience Program	$2,400	$14,400	6	$14,400	6
CWEP Transitional	$800	$4,000	5	$4,000	5
CWEP + Education Directly Related to Employment	$2,250	$33,750	15	$33,750	15
CWEP + Job Skills Directly Related to Employment	$2,250	$13,500	6	$13,500	6
CWEP + Satisfactory School Attendance-Cert. of General Equiv.	$2,250	$33,750	15	$33,750	15
GA/SNAP					
Job Readiness/Life Skills	$600	$12,000	20	$12,000	20
Community Work Experience Program	$2,400	$16,800	7	$16,800	7
CWEP Transitional	$800	$4,000	5	$4,000	5
CWEP combined ABE, HSE, and ESL	$2,250	$33,750	15	$33,750	15
Placement and Retention Benchmarks					
Placement in Unsubsidized Employment	$750				
Retention- 90 days	$500				
TABE Testing Services	$50				
TOTAL REQUESTED FUNDING		$ 177,950	114	$ 177,950	114
TOTAL FUNDING		$ 355,900			

In the "Requested Funding Columns" please indicate the amount of funding requested per each activity / by geographical area. The total requested funding will be the basis for the Micro-Block Grant.

LOS= Level of Service

Union County Welfare to Work 7/1/18-6/30/19 Budget Preparation

		Annual	% Allocated	Total % of salary	Job Search	%	Comm. Work Exp	%	CWEP Trans.	%	CWEP Ad Empl.	%	CWEP Job Skills Exp	%	CWEP Sat Sch All Ship	%
Program Manager	Josefina Vasquez-Rivera	51,000.00	34,158.00	0.60	0.04	960.00	0.04	1,152.00	0.04	192.00	0.04	2,700.00	0.06	1920	0.06	3720
Job Coach Sup.	Sherrill Murphy	52,000.00	27,705.00	0.50	0.05	1,385.00	0.05	1,662.00	0.05	400.00	0.05	3,875.00	0.05	1550	0.05	3375
CWJob Coach	Monessa Moody	26,000.00	27,755.00	0.50	0.05	1,388.00	0.05	1,666.00	0.05	400.00	0.05	3,875.00	0.05	1550	0.05	3375
Job Coach	Jeanette Martinez	50,000.00	27,755.00	0.50	0.05	1,388.00	0.05	1,666.00	0.05	400.00	0.05	3,875.00	0.05	1550	0.05	3375
Job Coach	Pedro Duran	50,000.00	27,755.00	0.50	0.05	1,388.00	0.05	1,666.00	0.05	400.00	0.05	3,875.00	0.05	1550	0.05	3375
Admin. Assistant	TBD	26,884.00	22,421.70	0.83	0.06	1,345.30	0.06	1,614.40	0.06	304.00	0.06	4,253.50	0.08	1712	0.08	4253.5
Instructor	TBD	39,000.00	22,421.70	0.83	0.06	1,345.30	0.06	1,614.40	0.06	304.00	0.06	4,253.50	0.08	1712	0.08	4253.5
Instructor	TBD	39,000.00	22,421.70	0.83	0.06	1,345.30	0.06	1,614.40	0.06	304.00	0.06	4,253.50	0.08	1712	0.08	4253.5
Instructor	TBD	39,000.00	22,421.70	0.83	0.06	1,345.30	0.06	1,614.40	0.06	304.00	0.06	4,253.50	0.08	1712	0.08	4253.5
Instructor	TBD	39,000.00	22,421.70	0.83	0.06	1,345.30	0.06	1,614.40	0.06	304.00	0.06	4,253.50	0.08	1712	0.08	4253.5
			387,534.80	55.50	0.55	13,910.60	0.55	19,384.60	0.56	4,448.00	0.56	37,468.50	0.56	18,738.00	0.56	37,463.50
	Total Salaries	$ 387,534.80														
	Admin. Assistant	9,857.16	0.37	0.037	365.72		366.72		366.72		366.72		366.72		366.72	
	Instructor	12,710.00	0.47	0.047	1,221.00		1,221.00		1,221.00		1,221.00		1,221.00		1,221.00	
	Instructor	12,710.00	0.47	0.047	1,221.00		1,221.00		1,221.00		1,221.00		1,221.00		1,221.00	
	Instructor	12,710.00	0.47	0.047	1,221.00		1,221.00		1,221.00		1,221.00		1,221.00		1,221.00	
	Instructor	12,710.00	0.47	0.047	1,221.00		1,221.00		1,221.00		1,221.00		1,221.00		1,221.00	
	Fringe Benefits	$ 98,787.15														
	Total Personnel	$ 486,321.95														
Program Use Rent																
Supplies & Commodities																
Duplicating Costs		19,500														
Telephone		8,000														
Rent / Space		4,800			Rent											
Books		25,000			324 Hours @		177,930									
Insurance		10,000														
Travel					Wind											
Other - 65A		5,000			324 Hours @		177,930									
Equipment		18,000														
		13,000			Total		355,930									
Sub-Total Other Costs		98,800														
Total		585,000														

SUMMARY

Job Ed. /Life Skills	%	Comm. Work Exp	%	CWEP Trans.	%	CWEP Combined	%
960	0.04	1,344.00	0.04	384.00	0.04	2,700.00	0.04
1,200	0.05	1,680.00	0.05	480.00	0.05	3,375.00	0.05
1,200	0.05	1,680.00	0.05	480.00	0.05	3,375.00	0.05
1,200	0.05	1,680.00	0.05	480.00	0.05	3,375.00	0.05
1,200	0.05	1,680.00	0.05	480.00	0.05	3,375.00	0.05
1517	0.06	2,124.80	0.06	504.00	0.06	4,253.50	0.06
1517	0.06	2,124.80	0.06	504.00	0.06	4,253.50	0.06
1517	0.06	2,124.80	0.06	504.00	0.06	4,253.50	0.06
1517	0.06	2,124.80	0.06	504.00	0.06	4,253.50	0.06
1517	0.06	2,124.80	0.06	504.00	0.06	4,253.50	0.06
13,510.50	0.56	18,842.00	0.56	4,440.00	0.56	37,463.50	0.56
366.72		513.72		366.72		366.72	
1,221.00		1,709.00		1,221.00		1,221.00	
1,221.00		1,709.00		1,221.00		1,221.00	
1,221.00		1,709.00		1,221.00		1,221.00	
1,221.00		1,709.00		1,221.00		1,221.00	

WORKFIRST NEW JERSEY 2020 RFP

ATTACHMENT B

INSURANCE REQUIREMENTS

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/27/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Meeker Sharkey & Hurley
21 Commerce Dr
Cranford NJ 07016

CONTACT NAME: Heidi Kopitar
PHONE (A/C, No, Ext): (908) 272-2947 FAX (A/C, No): (908) 272-3331
E-MAIL ADDRESS: hkopitar@meekersharkey.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Citizens Ins Co of America	31534
INSURER B: Allmerica Financial Benefit	41840
INSURER C: Hanover Insurance Company	22292
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

The Arc of Union County,Inc.
70 Diamond Road
Springfield NJ 07081

COVERAGES **CERTIFICATE NUMBER:** 19 - 20 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC OTHER:			ZBYD055254	10/01/2019	10/01/2020	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 20,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
								$
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			AWYD055305	10/01/2019	10/01/2020	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
C	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 0			UHYD055260	10/01/2019	10/01/2020	EACH OCCURRENCE	$ 10,000,000
							AGGREGATE	$ 10,000,000
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability			ZBYD055254	10/01/2019	10/01/2020	Per Incident	1,000,000
							Annual Aggregate	3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Evidence of Coverage Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

T. J. Sharkey Jr.

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Table of Contents

	Page
Executive Summary	
Section 1: Agency Description	
A. Organizational Chart	
B. Agency's Current Board Membership List	1-2
C. Copy of New Jersey Business Registration Certificate	
D. Proof of Non-Profit status	
E. Current Fiscal Audit	
Section 2: History and Expertise in Each Proposed Program Area	3-6
Section 3: Statement of Need	7-8
Section 4: Program Description for Each of the Proposed Services	9-16
A. Scaled Budget-Program Summary –Attachment A	
B. Training Program Certification: Attach proof of NJLWD Eligible Training	
C. Provider listing	
Section 5: Goals and Objectives of Each Proposed Program	17-20
Section 6: Program Supervision	21-22
Section 7: Program Evaluation	23-24
Section 8: Management Capability	25-28
Section 9: Grant Personnel Qualifications	29-30
Section 10: Site Closings / Holidays Observed	31-32
Section 11: Partnership / Coordination with Institutions and Organizations	33-34
Section 12: Required Documents and Certifications Request	34....
A. For Proposal: Assurances	
B. Organizational References	
C. Certification Regarding Debarment, Suspension, Ineligibility And	
D. Voluntary Exclusion Lower Tier Covered Transactions	
E. Certification Regarding Lobbying For Contracts, Grants, Loans	
F. And Cooperative Agreements	
G. Instruction For Certification	
H. Affirmative Action Requirement	
I. Mandatory Equal Employment Opportunity Language	
J. Affidavit Of No Conflict Of Interest	
K. Non-Collusion Affidavit	
L. Americans With Disability Act	
M. Disclosure Of Investment Activities In Iran	
N. Confidentiality Of Materials/Disclosure Of Information	
O. Statement Of Ownership Disclosure	
Additional Attachments:	
Section 4: CARF Accreditation, Course Curriculmns, ETPL Listing and Building Plans	
Section 5: Community Support Letters/Linkage Agreements	
Section 7: Consumer Satisfaction Survey	
Section 8: Management Capability (Summary)	
Section 9: Job Descriptions/Staff Resumes	
Section 10: Client Handbook	

EXECUTIVE SUMMARY

Tracing its roots to 1949, The Arc of Union County is a non-profit, non-sectarian 501(c)(3) membership-based organization dedicated to enriching the lives of individuals with intellectual and developmental disabilities and to assist their families in promoting the quality of their care and support. Affiliated with both the New Jersey and National Arc, The Arc of Union County was founded by parents of children with disabilities.

Various programs of The Arc are licensed by the New Jersey State Department of Health, Human Services, and Education and the agency holds a distinguished accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF).

In its six decades of service, The Arc has grown into Union County, New Jersey's largest provider of on-site and off-site educational, residential, vocational, recreational, and support services to individuals with intellectual and developmental disabilities and their families.

With an annual operating budget of $20 million, the organization annually serves approximately 1,000 children and adults through a continuum of comprehensive programs geared to assist clients and their families throughout all stages of their lives. In addition, such growth has allowed us to expand our level of service to other populations in need: We have contracted with the Department of Labor on the Skills 4 Jersey training grant. Our training programs resulted in job retention of 45% of the population served.

The reputation for excellence of its standard employee training sessions has transformed The Arc into the lead training agency in its geographic area for professionals serving needs of people with developmental disabilities.

The Arc of Union County is currently an incumbent provider of the innovative service system developed by the DDD/DVR Offices of Union County. The Arc now looks forward to providing a comprehensive array of community-based services developed to assist TANF, GA and SNAP recipients to transition into the workforce, as well as a variety of innovative programs. All of the programs were developed to prepare individuals with barriers to employment for labor market demands. The employment-based package of services in this proposal emphasizing rapid labor market attachment includes:

1. Educational AWEPS – GED, ABE, ESL and Low Literacy
2. Vocational Training –Computer Technology and Customer Service/Hospitality
3. Vocational Training with Educational Component – GED/ABE with Computer Technology, GED/ABE with Customer Service/Hospitality

The Arc provides programming that is especially successful for individuals who face multiple barriers to employment including: *lower reading levels, educational barriers (no high school diploma or GED), homelessness, mental health issues, disabilities, criminal histories, and recovering from substance abuse*. The Arc is confident that the proposed programming would be appropriate for the five populations identified as a service priority including: participants receiving WFNJ assistance in excess of 60 months; in excess of 48 months; or in excess of 36 months; those employed full-time and part-time,

and still receiving WFNJ assistance; and those in activity but not meeting their mandatory 35-30 hours of engagement per week.

The Arc is committed to participating in the One-Stop-American Job Bank System. Clients have access to the Workforce New Jersey Public Information Network. Staff members on this project will have computers. The ability to interface with the Case Worker Associates electronically is easy to put in place. Job opportunities are updated on a regular basis. Several staff members will be dedicated to clients enrolled in the Resource Center which provides Job Development for all Arc WFNJ participants. Staff will download postings on a weekly basis, post all other job offerings, and instruct clients on the use of the Internet to access employment information through NJPIN and similar web-sites. Also, job coaches will provide hands-on training regarding skills development/interviewing techniques and on the job assistance. Clients will also learn how to post their resumes on various job sites electronically.

Employment Services does not end when the client secures gainful employment. Post-Employment Services are a sustaining activity of the Arc service design. Participants who successfully obtain employment are provided with ongoing job retention supports. The Arc bases this model on the "best practices" model developed for effective employment retention of Vocational Rehabilitation individuals. The Arc also maintains client resumes in electronic and hard copy formats. Former clients who need re-employment assistance, or want to pursue job upgrades, can return to The Arc to have their resumes updated.

The primary process for securing unsubsidized employment is participant-driven. Self-reliance and individual responsibility are the cornerstones of success in obtaining employment. All participants will be in charge of creating their own career pathways using the supports provided by program staff and the Arc facilities.

SECTION 1. AGENCY DESCRIPTION

Services Provided and Population Served

The Arc of Union provides support services for individuals with intellectual and developmental disabilities and their families. Our services include Day Habilitation, Representative Payee Ship, Guardianship, Healthcare Supports, Nutrition Services, Information Technology, Literacy, Arts, Music, Behavioral Supports & Services, Training and much more. The Arc also offers a variety of employment and day habilitation programming options designed to promote the best interests of each individual. The Arc has a program which offers the opportunity for individuals to earn income and learn work responsibilities, enhance social, leisure, life skills and pursue recreational and self-advocacy interests. Supported Employment services provide individuals the opportunity to work in the community with staff assistance as needed. VTC/DVR programs obtain contracts from local companies for jobs for the individuals in the internal facility work setting. The Arc of Union County has partnership/vendor-ship with the DVR Union County office.

Majority of the agency's Day Habilitation programming provides education and training to acquire the skills and experience needed to live meaningful productive lives and participate in the community, consistent with the participant's Service Plan and individualized needs. This include activities that support participants with social skills, employment skills, building problem-solving skills, adaptive skills, daily living skills, leisure skills, positive social behavior and interpersonal competence, greater independence and personal choice. DVR program within the organization is always at hand and provides a program of employment combined with vocational paradigmatic services as an interim step in the rehabilitation process for those individuals currently unable to work in the integrated and competitive labor market.

The Arc Vocational and Employment operational management staff (Director, Assistant Director, Program Administrator, Employment Supervisor, Employment coach, Drivers), the individual's Interdisciplinary Team, the Vocational/Day Program Admissions Committee are among the structures that coordinate and process the various steps within the process such as admission into one of the Arc's VTC, transportation for individuals to program, service plan training to learn public transportation skills, after work skills training at entry level workshop, or employment based work in the community. The Arc has operational support systems in place including Nursing staff, Behaviorists, Quality Assurance etc.

The Agency

The Mission of The Arc of Union County Inc. is to empower, support and advocate for individuals with intellectual and developmental disabilities and their families. This organization utilizes all its resources to ensure that service recipients and their families realize a full, productive and enhanced life. The Arc's core values have created a culture that supports an inclusive, secure quality of life experience for individuals served

and encourages their safety, independence, self-determination and active participation in the community.

Founded in 1949, with over six decades of service, The Arc of Union County has spread into the entire Union County. The Agency provides community-based housing for over 100 adults with intellectual and developmental disabilities, in 21 Group homes and 2 supervised Apartments. The Arc of Union County annually serves approximately 1000 children and adults through a continuum of comprehensive programs geared to assist individuals and their families throughout all stages of their lives. Our services have various enrichment programs that include Art Education, Music Education, Computer Lab, Gym (Heart Club), and an indoor motor room with certified Program instructors for these enhancement programs. The Arc of Union County is New Jersey's largest provider of on- and off-site educational, Residential, Vocational, Recreational and Support Services to individuals with intellectual and developmental disabilities and their families.

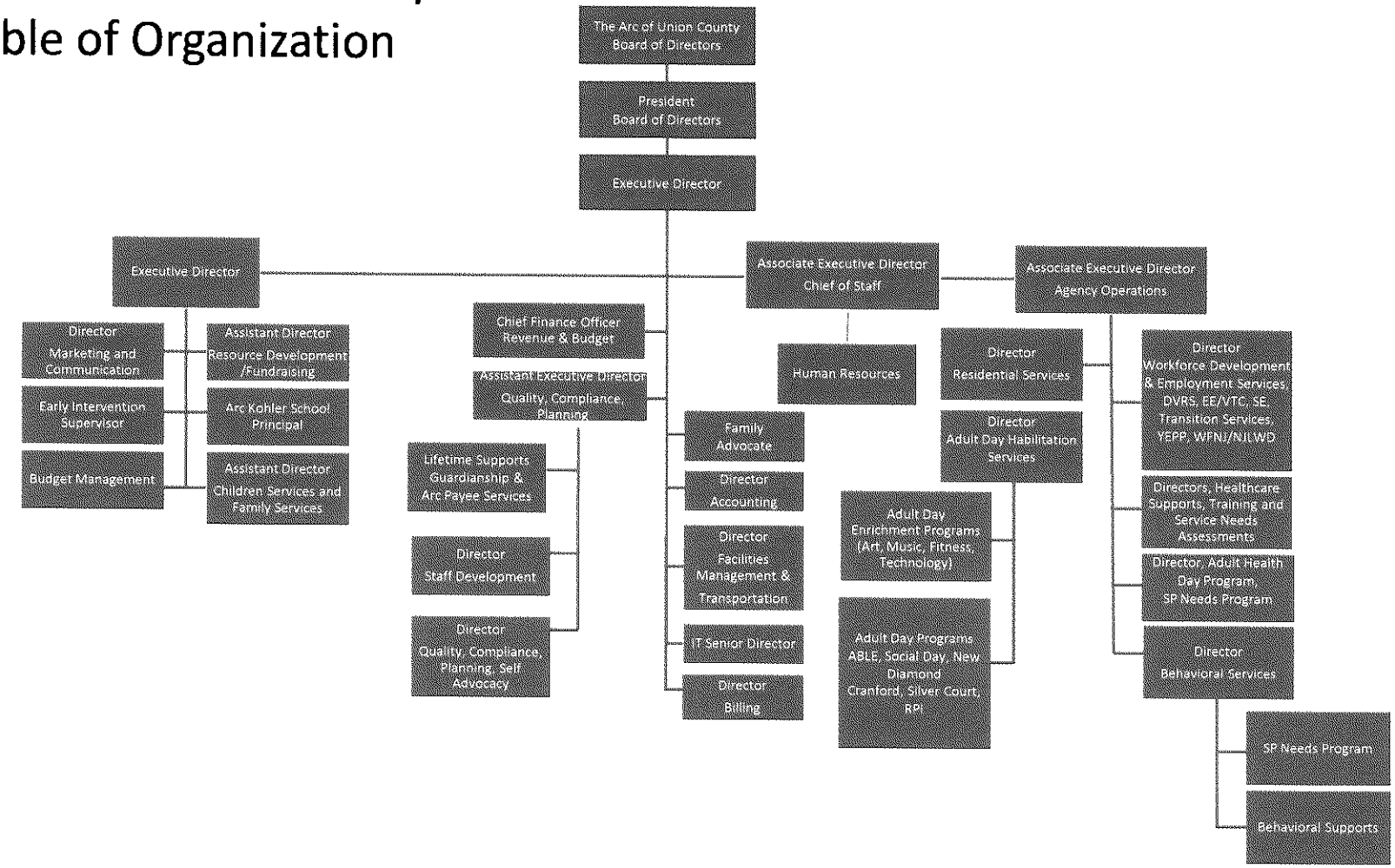
Authorized Representative

The Director of Workforce Development & Employment Supports (Mr. Joseph Navarra), Assistant Director of Workforce Development & Employment Supports (Mr. Brandon Phelps) and Program Administrator (Mrs. Shukriyyah Murphy), represents the Agency in facilitating signing Contract Agreements, providing oversight of agency's Division of Vocational Rehabilitation Services (DVRS) program, developing and maintaining relationships with businesses and community groups and networks and developing partnerships resulting in seamless acquisition of appropriate employment and other meaningful opportunities for the individuals served. The Director of facilities conducts routine facility inspections, completes reports and infrastructural responsibilities as identified. The Agency utilizes Therap, a web- based computer data management system, to store, organize data and facilitate billing, client support case records, financial management, including various electronic health records.

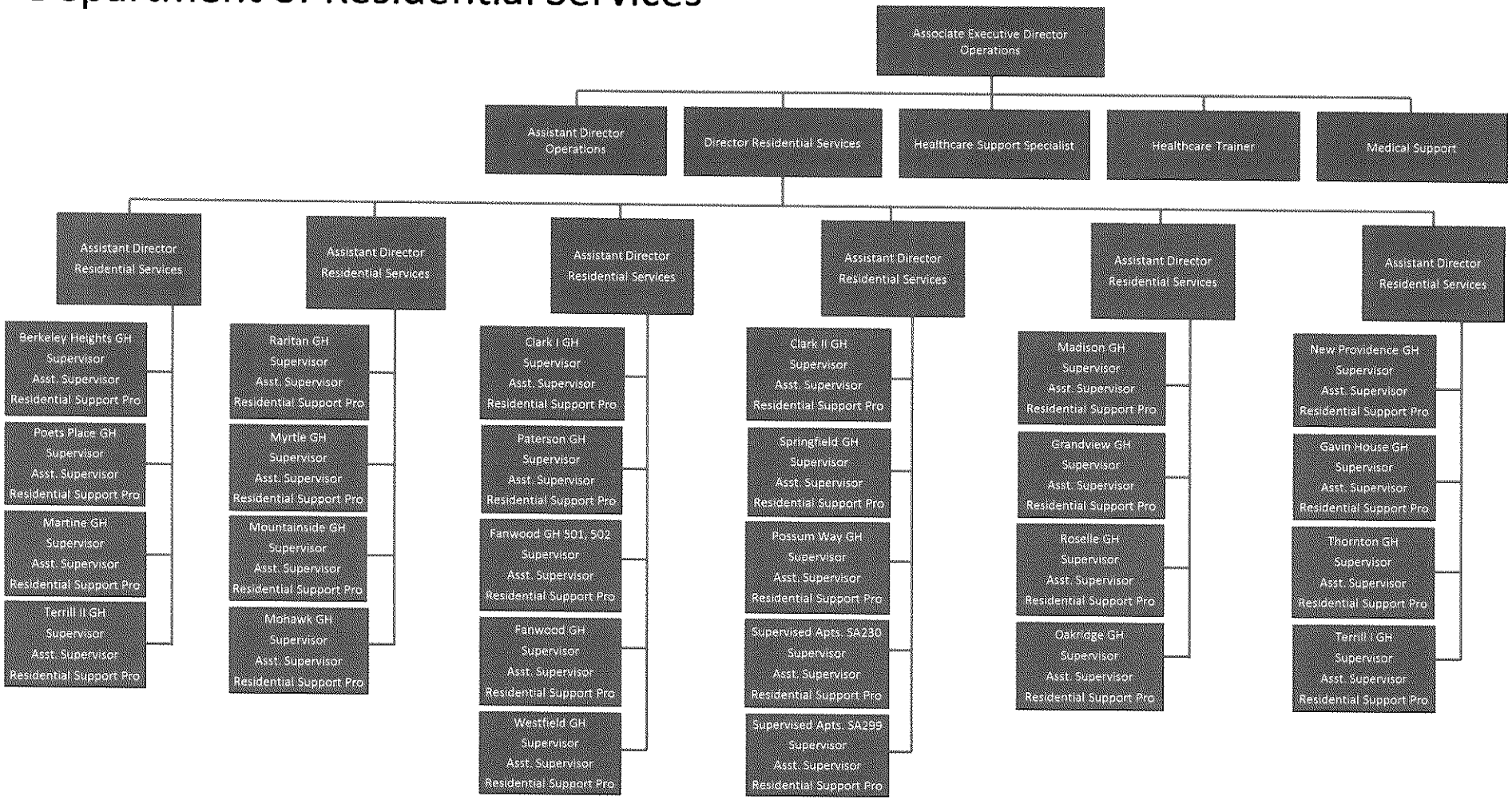
Success or Challenges

The Arc of Union County has over 20 years' experience in managing and administering Section 8 202 Programs and 811 PRAC programs. This successful experience also encompasses acquisition, developing, financing, and managing independently administered Rental Assistance Contracts without outsourcing it. All projects involve processing applications for funding. We have the experience and proficient knowledge to process funds appropriately consistent with GAPP, Fed, HUD, State and other governmental legislations. The agency has experience of developing and operating multiple programs. The agency operates a fleet of 100 vehicles providing individuals with transportation supports. The Agency operates five Day Habilitation programs with recurrent successful 3 years CARF accreditation. These include 2 special needs day health & behavioral programs, 1 facility employment workshop, a comprehensive Supportive Employment program with job coaches experienced in facilitating and transitioning students from High School to Job Placements. The Agency is a State Trainer. It provides pre-service training to staff on ongoing professional development courses. (See following: Org. Chart/Board Mem. List/NJ Business Certificate)

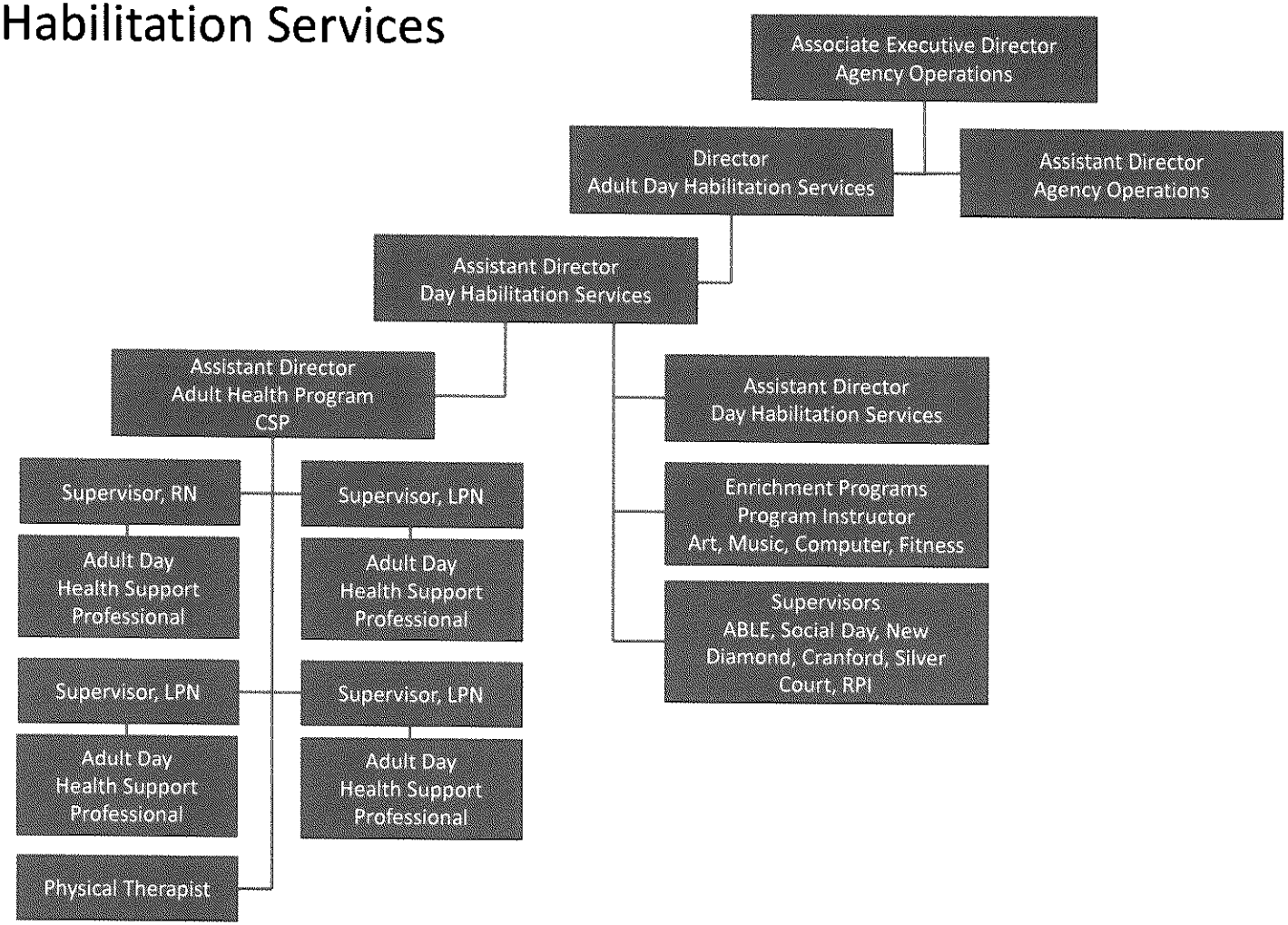
The Arc of Union County
Table of Organization



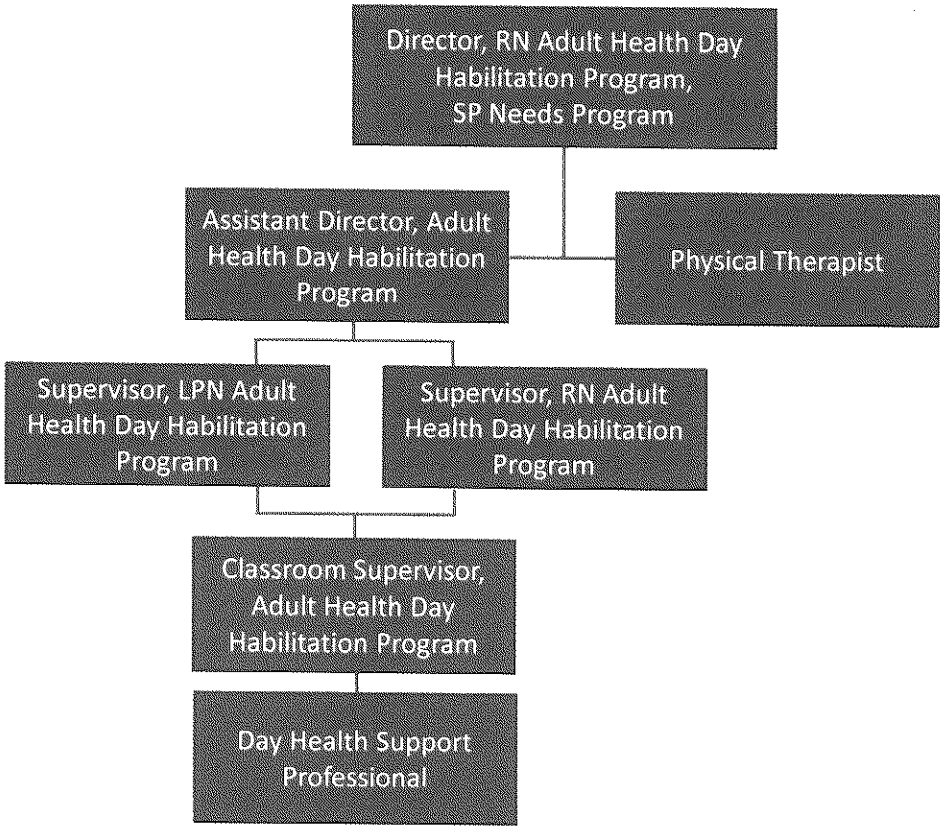
Department of Residential Services



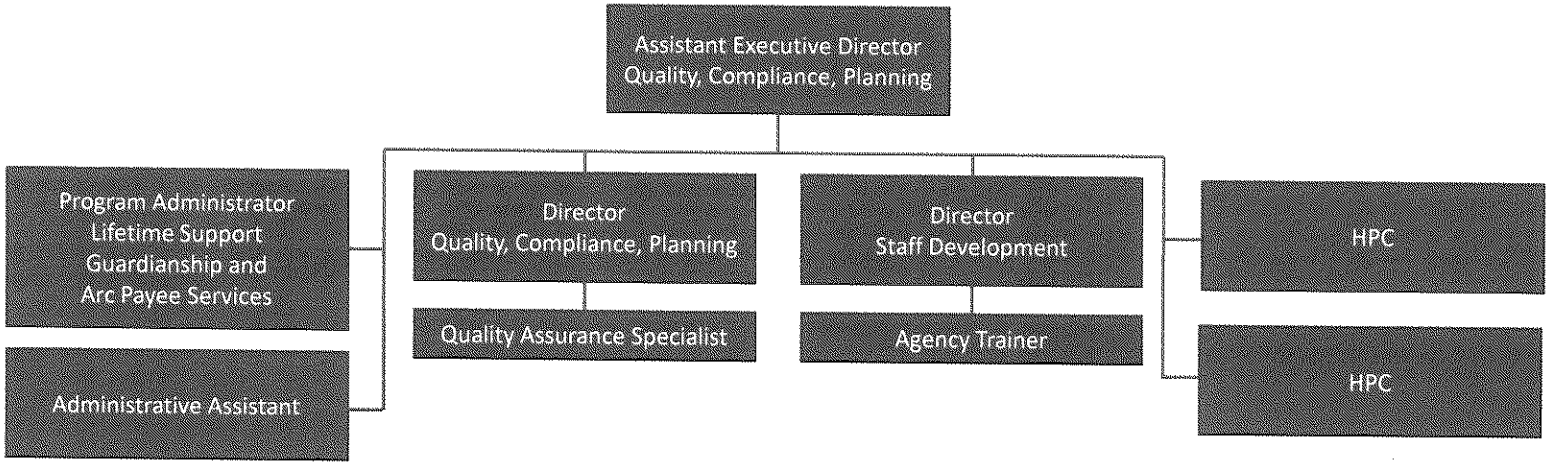
Adult Day Habilitation Services



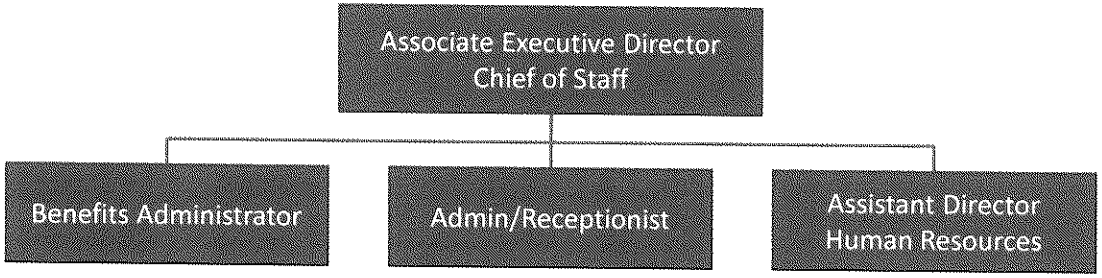
Special Needs Program/Adult Day Health Services



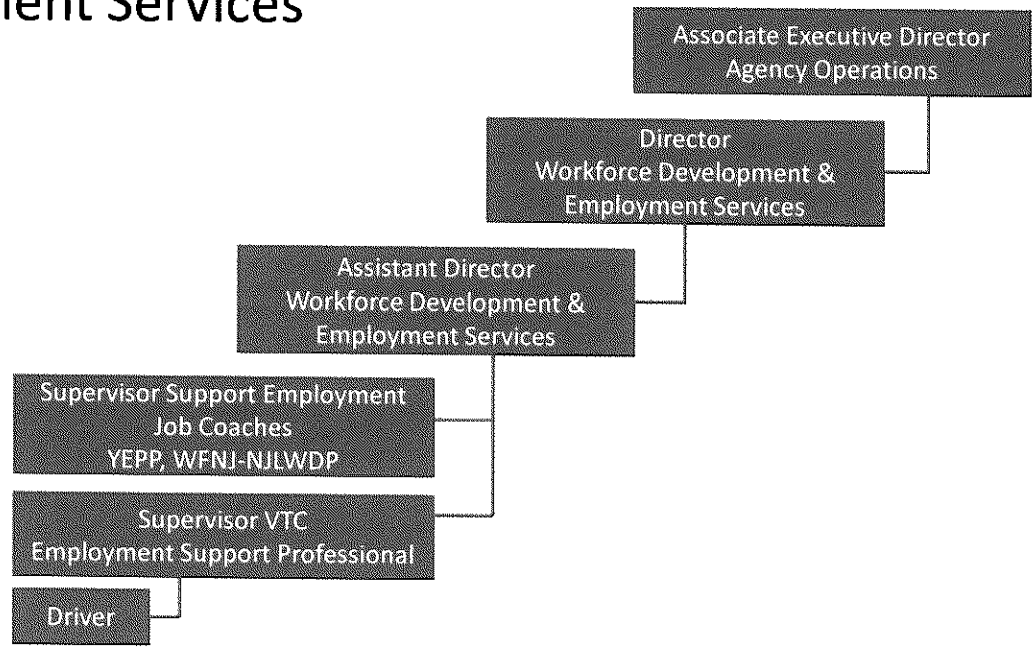
Department of Quality Assurance



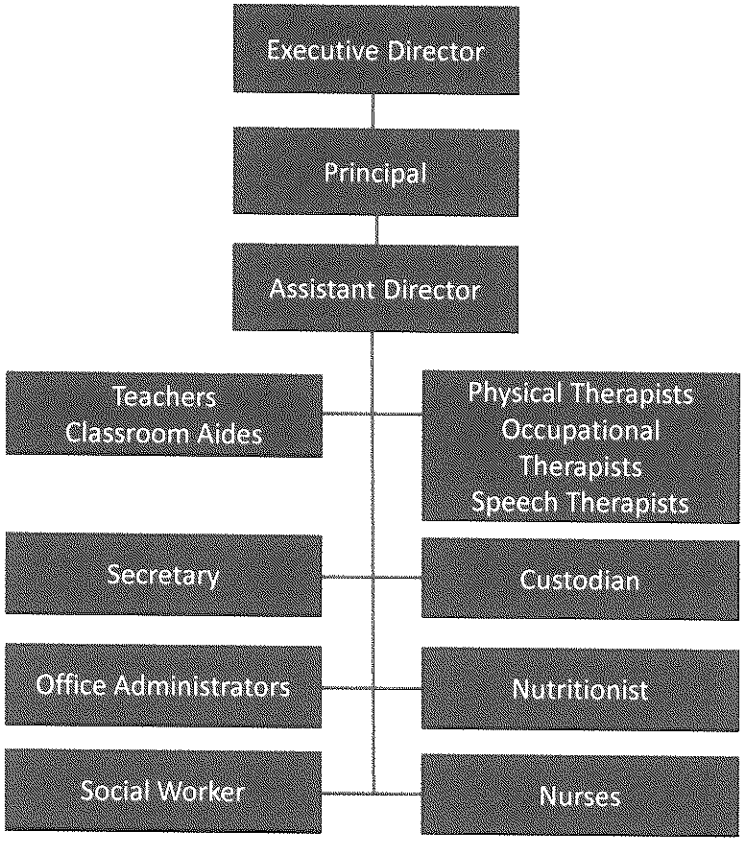
Department of Human Resources



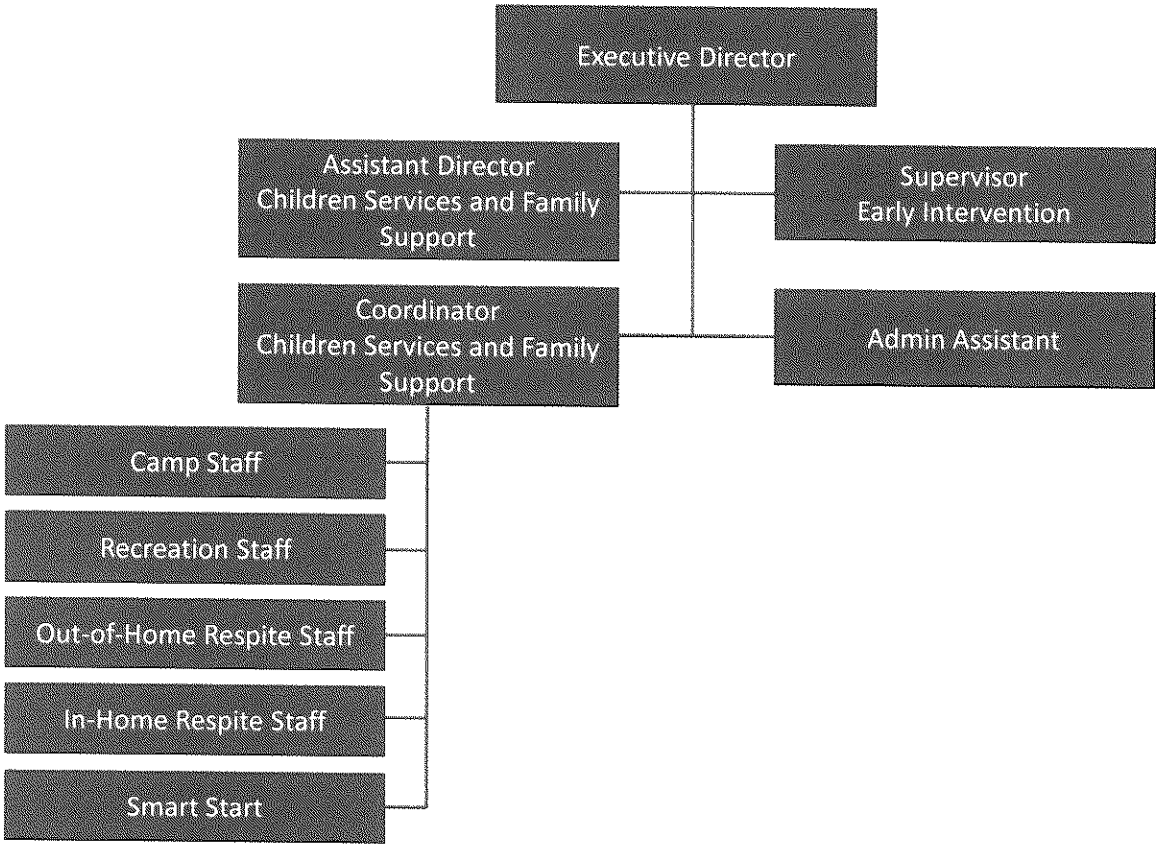
Workforce Development & Employment Services



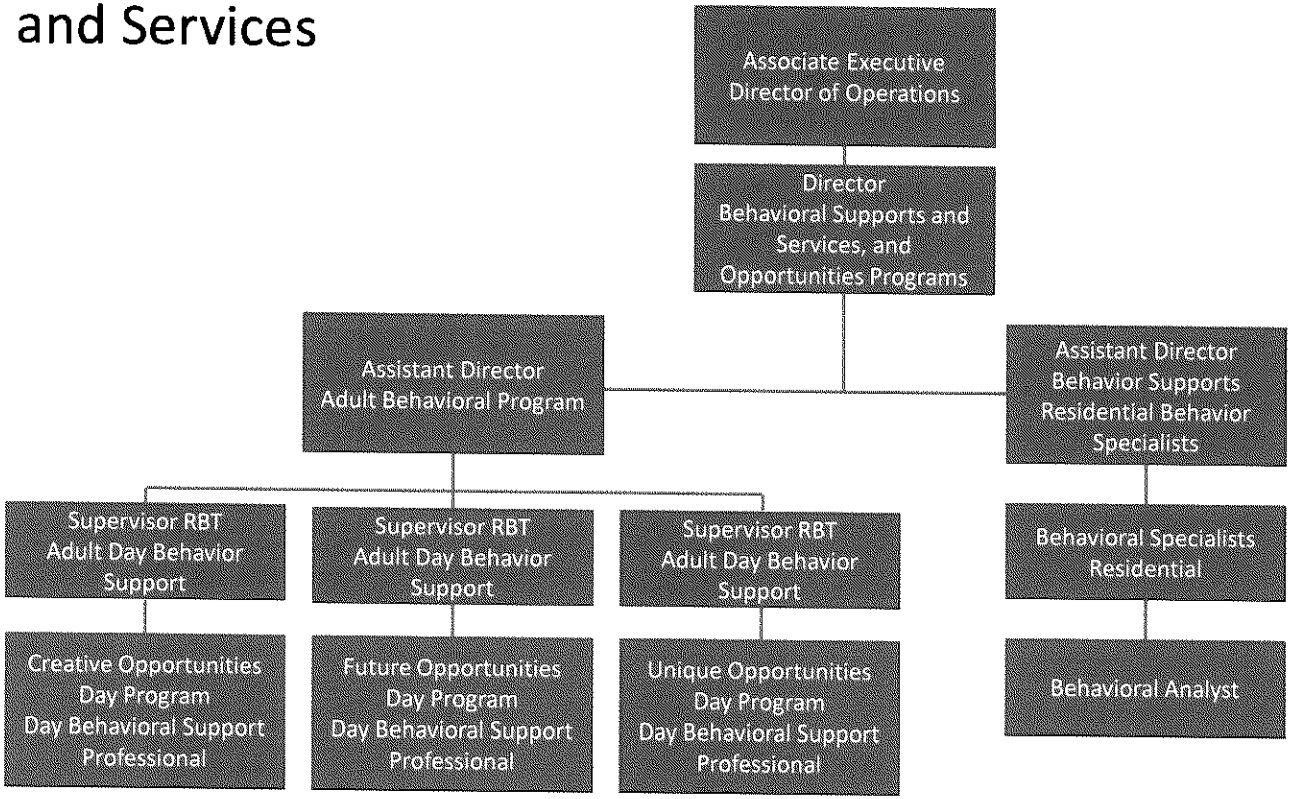
Arc Kohler School



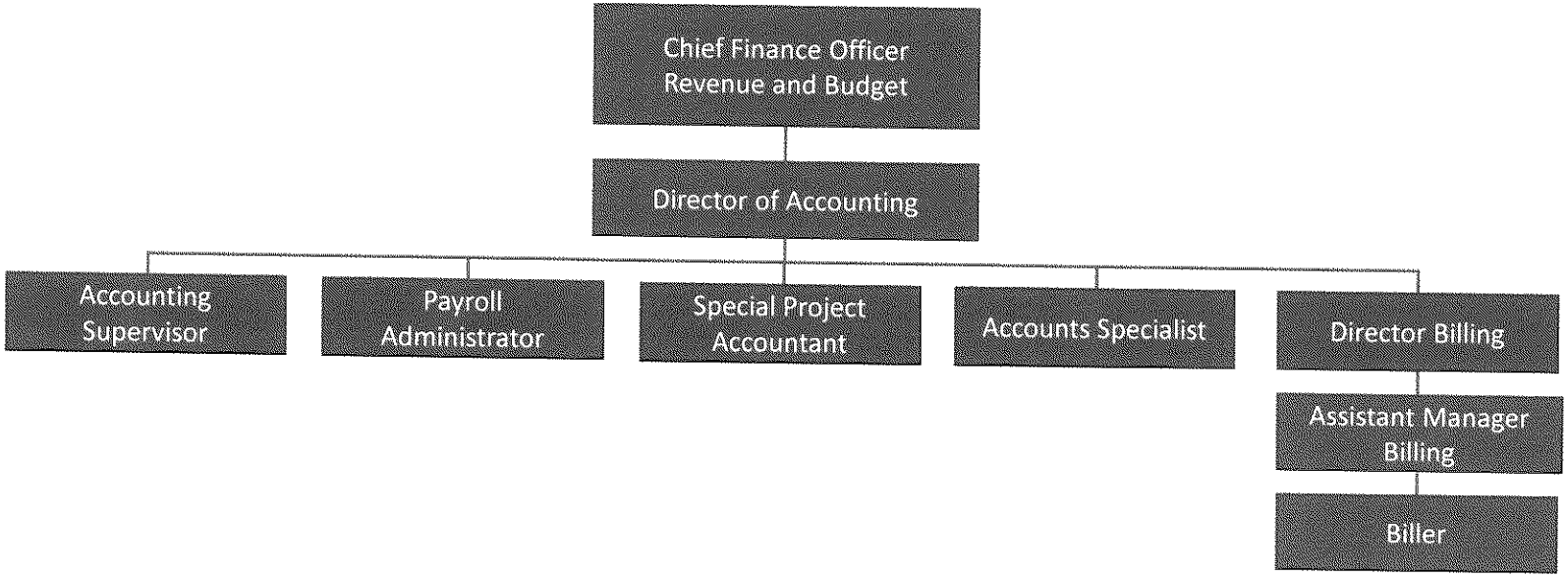
Department of Family Support
Support Services



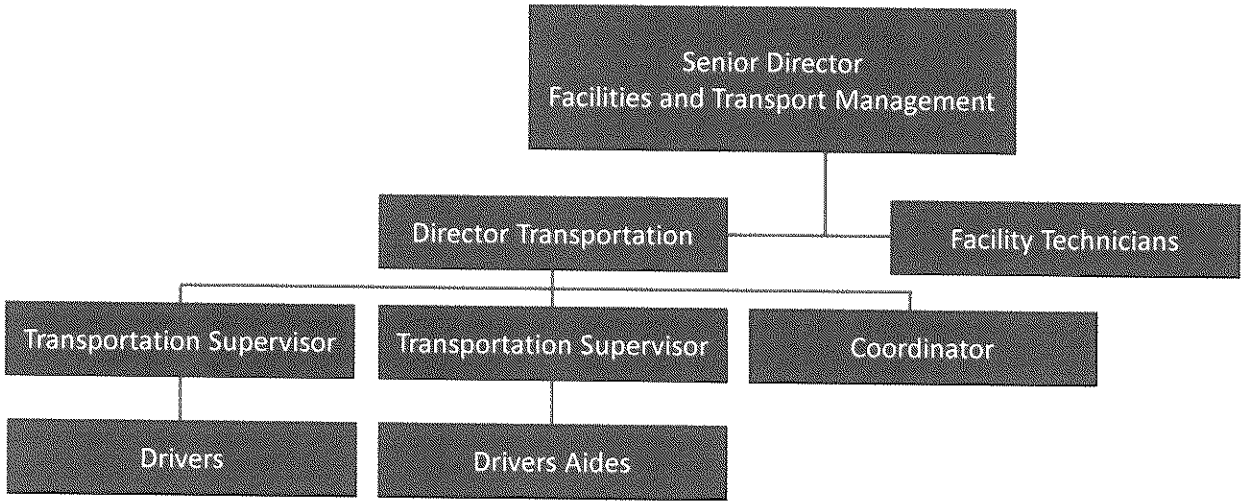
Department of Behavioral Supports and Services



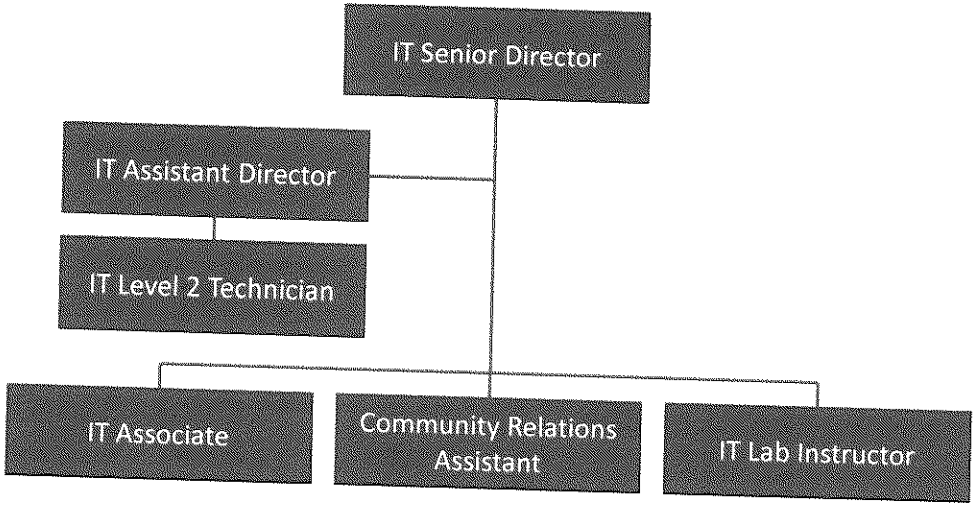
Department of Finance



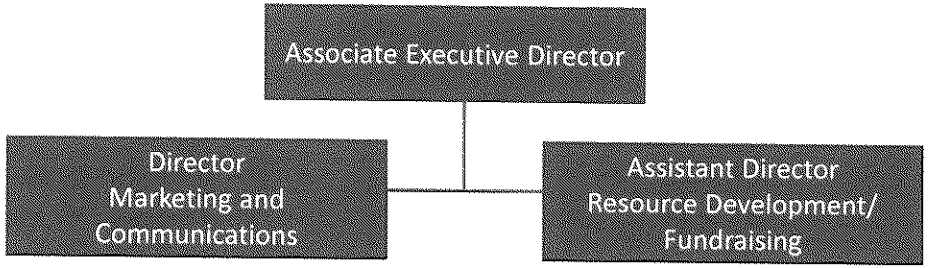
Department of Facilities and Transportation Management



Department of Technology



Department of Marketing and Fundraising



BOARD OF DIRECTORS

JULY 1, 2019 TO JUNE 30, 2020

PRESIDENT:	Jeannine Hyman
VICE PRESIDENT:	William Brown
TREASURER:	Paul Eilbacher
SECRETARY:	Linda Darge
SENIOR DIRECTOR:	David Light
SENIOR DIRECTOR:	Jim Kelly
PAST PRESIDENT:	Beth Eckenrode
EXECUTIVE DIRECTOR:	Frank Caragher
SELF ADVOCATE:	Seth Shaffer
BOARD:	Stephanie Branna
	Frank Chimento
	Mary Downs
	Frank Guzzo
	Justin Linder
	James Mooney
	Lisa O'Reilly
	Marc Sukoneck
	Lynn Warmke

Filed in the Clerk's Office of the County of Union, N. J., Sept. 8 1954, at 9:11 am and recorded in Book 41 of Incorporations for said County on page 587 [signature]
HENRY G. MULTON, Clerk

Certificate of Incorporation

OF THE

NEW JERSEY ASSOCIATION FOR RETARDED CHILDREN, UNION COUNTY UNIT

This is to certify that the undersigned do hereby associate themselves into a corporation under and by virtue of the provisions of an act of the Legislature of the State of New Jersey, entitled Title 15 of the Revised Statutes, and the several supplements thereto and acts amendatory thereof.

First.—The name of this corporation is New Jersey Association for Retarded Children Inc. Union County Unit

Second.—The purposes for which this corporation is formed are To promote the care, training and education of retarded children, whether in the Public schools, State Institutions or its own non profit school project, the Nancy-Luzon Training School

Third.—The location of the principal office of this corporation is at No. 408 Chestnut St. street, in the city of Roselle County of Union and the name of the agent therein and in charge thereof, upon whom process against the corporation may be served, is Alice S. Kohler

Fourth.—The number of trustees of this corporation is Five

Fifth.—The names of the trustees selected for the first year of existence of this corporation are Harry W. Kohler 125 Rosewood Ter. Linden N.J.
Alice S. Kohler 125 Rosewood Ter. Linden N.J.
Mary B. Murphy 139 W. Seventh Ave Roselle N.J.
Beatrice Eberstaller 505 Drake Ave. Roselle N.J.
Albert M. Wajda 175 Locust Drive Cranford N.J.

In witness whereof, we have hereunto set our hands and seals this 28 day of August A. D. 1954

Harry W. Kohler [signature]
Alice S. Kohler [signature]
Mary B. Murphy [signature]
Beatrice Eberstaller [signature]
Albert M. Wajda [signature]

Signed, sealed and delivered in the presence of [signature]
Abraham D. Cohen

Internal Revenue Service

Date: January 19, 2007

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

ARC OF NEW JERSEY INC
ARC OF UNION COUNTY
52 FADEM RD
SPRINGFIELD NJ 07081-3116 526

Person to Contact:
Ms. Jackson 31-07417
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
22-1686764
Group Exemption Number:
1162

Dear Sir or Madam:

This is in response to your request of January 19, 2007, regarding your organization's tax-exempt status.

Your organization is exempt under section 501(c)(3) of the Code because it is included in a group ruling issued to ARC of New Jersey, Inc., located in North Brunswick, New Jersey.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1

6

Department of the Treasury
Internal Revenue Service
Cincinnati, OH 45999

In reply refer to: 0243786218
Feb 21, 2018 LTR 147C
22-1686764

ARC OF NEW JERSEY INC
ARC OF UNION COUNTY
% MARY S KELLY
70 DIAMOND RD
SPRINGFIELD NJ 07081-3119 703

Taxpayer Identification Number: 22-1686764

Form(s):

Dear Taxpayer:

Thank you for your telephone inquiry of February 21st, 2018.

Your Employer Identification Number (EIN) is 22-1686764. Please keep this letter in your permanent records. Enter your name and your EIN on all business federal tax forms and on related correspondence.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 10:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

Mr. Johnson
1003261525
Customer Service Representative

CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES
PO BOX 726
TRENTON, NJ 08625-0726
609.631.2200
www.nj.gov/humanservices/ddd

Elizabeth Connolly
Acting Commissioner

Dawn Apgar
Deputy Commissioner

Elizabeth M. Shea
Assistant Commissioner

July 30, 2015

Frank Caragher, Executive Director
The Arc of Union County
70 Diamond Road
Springfield, NJ 07081

Re: Day Habilitation Services
70 Diamond Road
Springfield, NJ 07081

Frank Caragher,

The Division of Developmental Disabilities (DDD) is pleased to inform you that the above mentioned Day Program has met the applicable criteria to be awarded a 3 year Day Habilitation Certification. This certification will be valid for a period of 3 year(s) beginning July 1, 2015. In the event that the certification period expires prior to the next review, the certification shall continue to remain in effect.

If you have any questions regarding this information please contact me at 609-689-0513 or Catherine.Yankitis@dhs.state.nj.us .

Thank you for your continued commitment in providing quality Day Habilitation Services.

Sincerely,

Kate Yankitis, Quality Assurance Coordinator
Office of Quality Improvement

CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES
PO BOX 726
TRENTON, NJ 08625-0726
609.631.2200
www.nj.gov/humanservices/ddd

Elizabeth Connolly
Acting Commissioner

Dawn Apgar
Deputy Commissioner

Elizabeth M. Shea
Assistant Commissioner

July 30, 2015

Frank Caragher, Executive Director
The Arc of Union County
70 Diamond Road
Springfield, NJ 07081

Re: Opportunities Program
54 Fadem Road
Springfield, NJ 07081

Frank Caragher,

The Division of Developmental Disabilities (DDD) is pleased to inform you that the above mentioned Day Program has met the applicable criteria to be awarded a 3 year Day Habilitation Certification. This certification will be valid for a period of 3 year(s) beginning July 1, 2015. In the event that the certification period expires prior to the next review, the certification shall continue to remain in effect.

If you have any questions regarding this information please contact me at 609-689-0513 or Catherine.Yankitis@dhs.state.nj.us .

Thank you for your continued commitment in providing quality Day Habilitation Services.

Sincerely,

Kate Yankitis, Quality Assurance Coordinator
Office of Quality Improvement

CHRIS CHRISTIE
GOVERNOR

KIM GUADAGNO
LT. GOVERNOR

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES
PO BOX 726
TRENTON, NJ 08625-0726
Visit us on the web at : www.state.nj.us/humanservices/ddd

Jennifer Velez
Commissioner

Dawn Apgar
Deputy Commissioner

Elizabeth M. Shea
Assistant Commissioner
TEL. (609) 631-2200

February 28, 2015

Frank Caragher
ARC of Union
70 Diamond Road
Springfield, NJ 07081

Re: Roselle Community Support Program (CSP)
215 E. First Ave
Roselle, NJ 07203

Dear Frank Caragher,

The Division of Developmental Disabilities (DDD) is pleased to inform you that the above mentioned Day Program has met the applicable criteria to be awarded a 3 year Day Habilitation Certification. This certification will be valid for a period of 3 year(s) beginning July 1, 2015. In the event that the certification period expires prior to the next review, the certification shall continue to remain in effect.

If you have any questions regarding this information please contact me at 609-689-0513 or Catherine.Yankitis@dhs.state.nj.us .

Thank you for your continued commitment in providing quality Day Habilitation Services.

Sincerely,

Kate Yankitis, Quality Assurance Coordinator
Office of Quality Improvement

Day Program Certifications

Deborah Pomianek
Sent: Thursday, July 30, 2015 11:43 AM
To: Catherine.Yankitis@dhs.state.nj.us

Good Afternoon Kate,

Thanks so much for getting back to me today. As I mentioned, we have had several changes to our day program locations and would appreciate it if the certification letters reflect the new locations. Here are the changes:

2/28/15 Letter re: Opportunities Program - While this program has not moved, the address on the letter should be 54 Fadem Road, Springfield, NJ 07081 (not 52 Fedem, which was the address of our prior administrative office)

2/28/15 Letter re: Cranford Work Center - We moved this program from 135 Dermody St. Cranford to 70 Diamond Road, Springfield, NJ 07081.

2/28/15 Letter re: Jerusalem Road Social Day - This should read just Social Day and Silver Court Programs, as both were located in Scotch Plains, but re-located to 70 Diamond Road, Springfield, NJ 07081.

We also have self-directed day services, that are technically a part of our Social Day program at 70 Diamond Road, Springfield, NJ. We refer to these services as the ABLE program. I don't know if it matters to spell out the program names or to just certify the 70 Diamond Road location.

I hope this is not confusing. I appreciate your assistance with this. Please let me know if you have any questions.

Thank you,

Deb

Deborah Pomianek
Associate Executive Director
The Arc of Union County
dpomianek@arcunion.org
973-315-0014

THE ARC OF UNION COUNTY, INC.
AND RELATED ORGANIZATIONS
Consolidated Financial Statements
June 30, 2019
With Independent Auditor's Reports

withum

The Arc of Union County, Inc. and Related Organizations
Table of Contents
June 30, 2019

Independent Auditor's Report	1-2
Consolidated Financial Statements	
Consolidated Statement of Financial Position	3
Consolidated Statement of Activities and Changes in Net Assets	4
Consolidated Statement of Functional Expenses	5
Consolidated Statement of Cash Flows	6
Notes to Consolidated Financial Statements	7-19
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	20-21
Independent Auditor's Report on Compliance for Each Major State Program and on Internal Control Over Compliance Required by the State of New Jersey, Department of the Treasury Circular 15-08-OMB	22-23
Supplementary Information	
Consolidated Schedule of Expenditures of Federal Awards and State Financial Assistance	24-25
Notes to Consolidated Schedule of Expenditures of Federal Awards and State Financial Assistance	26
Consolidated Schedule of Findings and Questioned Costs	27

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors,
The Arc of Union County, Inc. and Related Organizations:

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of The Arc of Union County, Inc. and Related Organizations (the "Agency"), which comprise the consolidated statement of financial position as of June 30, 2019, and the related consolidated statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of The Arc of Union County, Inc. and Related Organizations as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

withum

Emphasis of Matter

As discussed in Note 2, during the year ended June 30, 2019, the Agency adopted Accounting Standards Update ("ASU") 2016-14, *Not-for-Profit Entities* (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. Our opinion is not modified with respect to this matter.

Other Matter

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying consolidated schedule of expenditures of federal awards and state financial assistance is presented for purposes of additional analysis as required by the State of New Jersey Department of the Treasury, Circular 15-08-OMB and is not a required part of the consolidated financial statements. The accompanying consolidated schedule of expenditures of federal and state awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic consolidated financial statements or to the basic consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic consolidated financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2019 on our consideration of The Arc of Union County, Inc. and Related Organizations' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Arc of Union County, Inc. and Related Organizations' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Arc of Union County, Inc. and Related Organizations' internal control over financial reporting and compliance.

Withum Smith + Brown, PC

December 19, 2019

The Arc of Union County, Inc. and Related Organizations
Consolidated Statement of Financial Position
June 30, 2019

Assets	
Current assets	
Cash and cash equivalents	$ 2,710,147
Receivables, net	2,311,630
Investments, at fair value	3,135,361
Prepaid expenses	141,666
Total current assets	8,298,804
Other assets	
Property and equipment, net	4,417,414
Restricted deposits	370,768
Security deposits	136,346
Total other assets	4,924,528
Total assets	$ 13,223,332
Liabilities and Net Assets	
Current liabilities	
Current portion of long-term debt	$ 137,697
Accounts payable and accrued expenses	1,556,312
Accrued payroll and related payables	1,089,087
Deposits and deferred income	367,300
Total current liabilities	3,150,396
Non-current liabilities	
Long-term debt (net of current portion)	1,098,720
Total liabilities	4,249,116
Net assets	
Without donor restrictions	
Operating	5,585,218
Designated - Department of Education	591,718
Board designated - endowment	1,741,280
	7,918,216
With donor restrictions	1,056,000
Total net assets	8,974,216
Total liabilities and net assets	$ 13,223,332

The Notes to Consolidated Financial Statements are an integral part of this statement.

The Arc of Union County, Inc. and Related Organizations
Consolidated Statement of Activities and Changes in Net Assets
Year Ended June 30, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
Public support and other revenues			
Public support			
Federal, state and local awards	$ 4,579,252	$ -	$ 4,579,252
Contributions	448,542	-	448,542
Medicaid revenue	19,722,488	-	19,722,488
Other public support	256,834	-	256,834
	25,007,116	-	25,007,116
Other revenues and gains			
Board of Education fees	3,935,560	-	3,935,560
Other fees	135,385	-	135,385
Contract income	105,763	-	105,763
Rent - tenants	1,381,628	-	1,381,628
Fundraising	29,298	-	29,298
Interest and dividends	67,461	-	67,461
Net unrealized and realized gain on investments	90,935	-	90,935
Miscellaneous	8,756	-	8,756
	5,754,786	-	5,754,786
	30,761,902	-	30,761,902
Expenses			
Program services	21,657,855	-	21,657,855
Management and general	2,964,544	-	2,964,544
Fundraising	102,694	-	102,694
	24,725,093	-	24,725,093
Changes in net assets	6,036,809	-	6,036,809
Net assets at beginning of year	1,881,407	1,056,000	2,937,407
Net assets at end of year	$ 7,918,216	$ 1,056,000	$ 8,974,216

The Notes to Consolidated Financial Statements are an integral part of this statement.

The Arc of Union County, Inc. and Related Organizations
Consolidated Statement of Functional Expenses
Year Ended June 30, 2019

	Program Services								
	Children's Services	Youth Adult Day	Residential	Family & Individual	Direct Program Support	Total	Management and General	Fundraising	Total
Personnel costs	$ 3,749,135	$ 2,728,290	$ 7,139,764	$ 577,149	$ 2,143,599	$16,337,937	$ 1,803,366	$ 81,314	$18,222,617
Consultants	45,859	910	23,502	-	2,608	72,879	53,561	-	126,440
Supplies and materials	30,388	25,927	202,147	17,087	4,163	279,712	40,252	-	319,964
Facility costs	884,308	1,020,229	686,676	181,098	287,983	3,060,294	195,268	-	3,255,562
Consumer specific assistance	-	2,910	872	19,827	-	23,609	-	-	23,609
Transportation and staff travel	-	17,156	169,869	23,824	283,926	494,775	46,311	-	541,086
Telephone and postage	41,120	84,466	138,863	17,089	36,085	317,623	30,712	-	348,335
Staff travel and training	11,938	13,537	24,407	4,024	14,341	68,247	29,972	-	98,219
Recruitment and advertising costs	46,590	43,218	9,696	6,401	8,372	114,277	88,156	-	202,433
Marketing and sales promotions	2,302	-	1,142	1,415	41	4,900	1,514	-	6,414
Professional fees	30,128	12,335	72,450	875	-	115,788	242,520	13,627	371,935
Dues and subscriptions	14,328	2,405	3,107	79	360	20,279	44,505	-	64,784
Special event expenses	177	-	505	465	-	1,147	-	6,939	8,086
Non capitalized equipment	9,641	54,248	29,293	6,046	4,531	103,759	25,562	-	129,321
Information technology services & equipment	38,707	40,755	68,480	4,235	57,080	209,257	281,194	260	490,711
Interest expense, bank and debt fees	4,359	-	60,803	-	1,516	66,678	51,851	554	119,083
License, applications & assessments	5,955	37,150	9,538	876	1,280	54,799	3,625	-	58,424
Miscellaneous	-	-	-	2,491	-	2,491	-	-	2,491
Expenses before depreciation	4,914,935	4,083,536	8,641,114	862,981	2,845,885	21,348,451	2,938,369	102,694	24,389,514
Depreciation	21,616	27,431	251,490	4,926	3,941	309,404	26,175	-	335,579
	$ 4,936,551	$ 4,110,967	$ 8,892,604	$ 867,907	$ 2,849,826	$21,657,855	$ 2,964,544	$ 102,694	$24,725,093

The Notes to Consolidated Financial Statements are an integral part of this statement.

The Arc of Union County, Inc. and Related Organizations
Consolidated Statement of Cash Flows
Year Ended June 30, 2019

Operating activities	
Changes in net assets	$ 6,036,809
Adjustments to reconcile changes in net assets to net cash provided by operating activities	
Depreciation	335,579
Forgiveness of debt	(23,264)
Net realized and unrealized gain on investments	(90,935)
Changes in operating assets and liabilities	
Receivables	(1,263,218)
Prepaid expenses	4,423
Restricted deposits	(11,461)
Security deposits	(18,647)
Accounts payable and accrued expenses	543,575
Accrued payroll and related payables	134,528
Refundable grant advances	(342,297)
Deposits and deferred income	(133,022)
Net cash provided by operating activities	5,172,070
Investing activities	
Purchase of property and equipment	(710,566)
Net purchase of investments	(573,605)
Net cash used in investing activities	(1,284,171)
Financing activities	
Tenant assistance from HUD offset against mortgage payment	(38,265)
Repayment of long-term debt	(64,971)
Repayment of lines of credit	(1,650,000)
Net cash used in financing activities	(1,753,236)
Net change in cash and cash equivalents	2,134,663
Cash and cash equivalents	
Beginning of year	575,484
End of year	$ 2,710,147
Supplemental disclosure of cash flow information	
Cash paid during the year	
Interest expense	$ 82,824

The Notes to Consolidated Financial Statements are an integral part of this statement.

1. NATURE OF ORGANIZATION

The accompanying consolidated financial statements comprise the accounts of The Arc of Union County, Inc. ("the Arc"), Arc Housing of Union County, Inc., Arc Housing of Union County II, Inc., and Lifetime Support, Inc., all of which are private not-for-profit agencies serving communities located in and around Union County, New Jersey ("Related Organizations").

The Arc of Union County, Inc. and Related Organizations (the "Agency") have developed a system of community-based programs and services designed to support developmentally disabled people in their quest for a life with dignity and respect. The programs and services include early intervention for infants, family support services, vocational services, job placement, residential facilities, recreational activities, and community education services. The Agency receives the majority of its income from Medicaid and grants from the State of New Jersey, Department of Human Services, Division of Developmental Disabilities under contracts which expire June 30 of each year and from the United States Department of Housing and Urban Development ("HUD").

The Arc provides educational services under the guidelines of the New Jersey State Department of Education. Fees are charged to the Boards of Education for the Arc's programs. Other grants, fees, and contributions are received from various other sources in support of the Arc's programs. Arc Housing of Union County, Inc. and Arc Housing of Union County II, Inc. were created to provide residential facilities. These two organizations receive income primarily from HUD. Lifetime Support, Inc. was created to provide advocacy, guardianship, and financial planning services for people with developmental disabilities, and is funded primarily through private donations. The Arc was the sole member of Green Sports NJ, Inc., whose activities were discontinued effective September 30, 2016. Green Sports NJ, Inc. was dissolved on May 20, 2019.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying consolidated financial statements are prepared on the accrual basis and in conformity with accounting principles generally accepted in the United States of America. Financial reporting by not-for-profit organizations requires that resources be classified for accounting purposes into net asset categories according to externally (donor) imposed restrictions. Based on the existence or absence of donor-imposed restrictions, the Agency classifies resources into two categories: without donor restrictions and with donor restrictions.

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Agency. These net assets may be used at the discretion of the Agency's management and the Board of Directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Agency or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Basis of Accounting

The accompanying consolidated financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Consolidation Policy
The accompanying consolidated financial statements include the accounts of The Arc of Union County, Inc., Arc Housing of Union County, Inc., Arc Housing of Union County II, Inc., and Lifetime Support, Inc., all of which share similar management. All material intercompany transactions and balances have been eliminated upon consolidation.

Public Support and Revenue
The Agency records contributions and grants as support with restrictions or without restrictions depending on the existence and/or nature of any donor restrictions. Contributions that are with restrictions by the donor are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities and changes in net assets as net assets released from restrictions.

The Agency receives numerous grants from governmental agencies. The Agency recognizes income from these grants as revenue and support only to the extent that expenditures have been made for the purposes specified by the grant agreement.

Medicaid Revenue
Medicaid revenue is recognized as the service is provided.

Board of Education Fees
Board of Education fees are recognized equal to the expenses of the Kohler school plus an addition to their working capital fund.

Rent – Tenants
Rent – tenants is recognized as the rental revenue is earned. Rental fees are supported with residential leases of one year or with governmental subsidies for eligible residents.

Deposits and Deferred Income
The Agency recognizes deposits, and grants received in advance as deposits and deferred income.

Use of Estimates
The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents
For the purposes of consolidated statements of financial position and cash flows, the Agency considers all short-term investments with an original maturity of three months or less to be cash equivalents.

Accounts Receivable
Accounts receivable consist of tenant, program, grants and tuition revenue billed to individuals, Medicaid, government agencies and/or sending districts due at a specific time, dependent upon the agreement. Delinquency is determined based upon the nature of the receivable. Interest is not charged on past due balances.

Payments of these receivables are allocated to the specific period identified on the individual's and/or sending districts remittance or, if unspecified, are applied to the earliest unpaid periods.

The Arc provides an allowance for doubtful accounts equal to the estimated uncollectible amounts. Management has provided for an allowance for doubtful accounts at June 30, 2019 of approximately $1,400.

Investment in Marketable Securities
The Agency's marketable securities are carried at fair value and constitute both available for sale securities and held to maturity securities, in accordance with the accounting pronouncement dealing with marketable securities. Realized gains and losses are computed based on the specific cost of each security sold. Additionally, all realized and unrealized gains and losses are reflected in the consolidated statement of activities and changes in net assets.

Property and Equipment
Property and equipment are recorded at cost. The value of real property received as contributions is recorded at the current appraised value at the time the property is contributed.

It is management's policy to capitalize fixed asset additions having a useful life of more than five years and a cost of $5,000 or more, except for equipment and leasehold improvements at the Arc's school programs in which equipment and leasehold improvements with a useful life of more than two years and a cost of $2,000 or more are capitalized. Depreciation is taken on a straight-line basis over the estimated useful lives of the assets as follows:

Classifications	Estimated Life (Years)
Buildings and improvements	3 - 30
Furniture, fixtures, and equipment	5
Vehicles	5
IT equipment	5

Although the title to all property and equipment is held by the Agency, the State of New Jersey and HUD maintain an equitable interest in all of the property and equipment purchased under their contracts. The Agency's use of property and equipment purchased under grants is limited to use in programs specified in the grant agreements.

Functional Allocation of Expenses
The costs of providing the various programs and other activities have been summarized on a functional basis in the consolidated statement of activities and changes in net assets and in the consolidated statement of functional expenses. Accordingly, certain expenses have been allocated among the programs and supporting services benefited based upon employee time recorded on functions relating to the specific activity, or in the case of shared expense, using an allocation based on personnel costs, space usage or other relevant bases.

Advertising
Advertising costs are expensed as incurred.

Income Taxes
The Agency is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code. Each organization files its own separate tax returns. At June 30, 2019, all required tax returns have been filed.

The Agency follows the provision of authoritative guidance that clarifies the accounting for uncertainty in income taxes. Under this guidance, the Agency evaluates tax positions requiring recognition using a more-likely-than-not threshold, and those tax positions requiring recognition are measured at the largest amount of tax benefit that is greater than 50 % likely of being realized upon ultimate settlement with a taxing authority that has full knowledge of all relevant information. The Agency has evaluated the likelihood of their tax-exempt status being challenged as remote. Accordingly, as of June 30, 2019, the Agency has not included any income tax provisions, including interest and penalties, in the consolidated financial statements.

New Accounting Pronouncements Adopted in Current Year

Not-for-Profit Reporting

During the year ended June 30, 2019, the Agency adopted ASU 2016-14 – *Not-for-Profit Entities* (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*, issued by the Financial Accounting Standards Board ("FASB"). This guidance is intended to improve the net asset classification requirements and the information presented in the consolidated financial statements and notes about a not-for-profit entity's liquidity, financial performance, and cash flows. The main provisions of this guidance include: presentation of two classes of net assets versus the previously required three; recognition of capital gifts for construction as a net asset without donor restrictions when the associated long-lived asset is placed in service; and recognition of underwater endowment funds as a reduction in net assets with donor restrictions. The guidance also enhances disclosures for board designated amounts, composition of net assets without donor restrictions, liquidity, and presentation of expenses by both their natural and functional classification.

A recap of the net asset reclassification driven by the adoption of ASU 2016-14 as of June 30, 2018 is as follows:

Net Assets Classifications	Without Donor Restrictions	With Donor Restrictions	Total Net Assets
As previously presented:			
Unrestricted	$ 1,881,407	$ -	$ 1,881,407
Temporarily restricted	-	1,056,000	1,056,000
Net assets as previously presented	$ 1,881,407	$ 1,056,000	$ 2,937,407

New Accounting Pronouncements Issued Not Yet Effective

Revenue Recognition

In May 2014, the Financial Accounting Standards Board issued accounting standards update ("ASU") 2014-09, *Revenue from Contracts with Customers* (Topic 606), which provides a comprehensive new revenue recognition model that requires a company to recognize revenue in an amount that reflects the consideration it expects to receive for the transfer of promised goods or services to its customers. The standard also requires additional disclosure regarding the nature, amount, timing, and uncertainty of revenue and cash flows arising from contracts with customers. This ASU, which was deferred by ASU 2015-14, is effective for annual periods and interim periods beginning after December 15, 2018. The ASU is to be applied retrospectively or using a cumulative effect transition method. Early adoption is permitted.

Contribution Revenue Recognition
In June 2018, the FASB issued ASU 2018-08: *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (Topic 958). The FASB issued this ASU to improve and clarify existing guidance on revenue recognition of grants and contracts by not-for-profit organizations ("NFPs") because there is diversity in practice among NFPs with characterizing grants and similar contracts with government agencies and others as reciprocal transactions (exchanges) or nonreciprocal transactions (contributions) and distinguishing between conditional and unconditional contributions. This ASU also provides guidance to help determine whether a contribution is conditional or unconditional, and better distinguish a donor-imposed condition from a donor-imposed restriction. This ASU is effective for annual periods and interim periods beginning after December 15, 2018.

Leases
In February 2016, the FASB issued ASU 2016-02 *Leases* (Topic 842), which requires the recognition of a "right of use" asset and a lease liability, initially measured at the present value of the lease payments, on the consolidated statement of financial position for all of the Agency's lease obligations. This ASU is effective for fiscal years beginning after December 15, 2020.

Cash Flows
In November 2016, the FASB issued ASU 2016-18 *Statement of Cash Flows* (Topic 230), which requires restricted cash to be included within cash and cash equivalents when explaining the total change in cash for the period within the statement of cash flows. This ASU is effective for fiscal years beginning after December 15, 2018. Upon adoption, the Agency anticipates including its restricted cash within the cash and cash equivalents when explaining the total change in cash for the period within the consolidated statement of cash flows.

The Agency is currently evaluating the effect that these pronouncements will have on its consolidated financial statements and related disclosures.

3. LIQUIDITY AND AVAILABILITY OF RESOURCES

As of June 30, 2019, financial assets and liquidity resources available within one year for general expenditures were as follows:

Financial assets	
Cash and cash equivalents	$ 2,710,147
Receivables, net	2,311,630
Investments, at fair value	3,135,361
Restricted deposits	370,768
Security deposits	136,346
Total financial assets	8,664,252
Liquidity resources	
Lines of credit	1,900,000
Less amounts not available to be used within one year	
Restricted deposits	370,768
Security deposits	136,346
Total financial assets and liquidity resources available within one year	$ 10,057,138

The Agency manages its financial assets to be available as its operating expenditures, liabilities and other obligations come due. The Agency's cash flows have fluctuations during the year attributable to the timing of operations and repayment from funding sources and Medicaid. The Agency demonstrates prudent fiduciary responsibility by ensuring funds are available to cover ongoing expenses and major expenditures including vehicle replacements, facility repairs/replacements and long term Board investment strategies to protect the mission of the Agency. The Agency has lines of credit for $1,900,000 (see Note 11), which can be drawn upon in the event of an immediate liquidity need.

4. ENDOWMENT FUNDS

The Agency's endowment includes funds designated by the Board of Directors to function as endowments. As required by generally accepted accounting principles in the United States of America, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of any restrictions.

Interpretation of Relevant Law

The Board of Directors of the Agency has interpreted state law as requiring the preservation of the value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary.

As a result of this interpretation, the Agency classifies as net assets with donor restrictions (a) the original value of gifts donated to the permanent endowment and (b) the original value of subsequent gifts to the permanent endowment. The remaining portion of the donor-restricted endowment fund is classified as net assets with restrictions until those amounts are appropriated for expenditure by the Agency in a manner consistent with the standard of prudence prescribed by state law. The Agency considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

(1) The duration and preservation of the fund
(2) The purposes of the Agency and the donor-restricted endowment fund
(3) General economic conditions
(4) The possible effect of inflation and deflation
(5) The expected total return from income and the appreciation of investments
(6) Other resources of the Agency
(7) The investment policies of the Agency

Return Objectives and Risk Parameters

The Agency has adopted an investment policy for investment assets that attempts to provide sufficient leverage to support short term borrowing for working capital needs as well as preserve and grow the asset base. Investment assets include funds with and without restrictions. The restricted fund is a board-designated endowment. Under this policy, the total asset portfolio is invested in low to moderate risk instruments that provide a moderate rate of return based on current economic conditions.

Strategies Employed for Achieving Objectives

To satisfy its long term rate of return objectives, the Agency relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends) reinvested in the portfolio to maximize growth. The Agency targets an asset allocation that places a greater emphasis on investments that provide sufficient collateral as well as generate returns consistent with long-term return objectives based on prudent risk constraints.

Spending Policy and How the Investment Objectives Relate to Spending Policy
The Agency has an investment objective to provide sufficient liquidity to meet critical operating spending needs.

The following table provides information regarding the change in endowment net assets for the year ended June 30, 2019:

	Board Designated
Endowment net assets, July 1, 2018	$ 1,683,650
Investment return	
Investment income and expenses	23,141
Net appreciation (realized and unrealized)	34,489
Total investment return	57,630
Endowment net assets, June 30, 2019	$ 1,741,280

Endowment Fund
Investments in the Board Designated Endowment Fund consisted of cash and cash equivalents of $59,840 and investment in marketable securities in the amount of $1,681,440 at June 30, 2019.

5. RECEIVABLES

Receivables are comprised of the following as of June 30, 2019:

Accounts receivable, net	$ 2,196,494
Grants receivable	24,750
Other	91,822
	2,313,066
Less allowance for doubtful accounts	(1,436)
	$ 2,311,630

There was no bad debt expense recorded for the year ended June 30, 2019.

6. INVESTMENTS

Investments, recorded at fair value, are comprised as follows as of June 30, 2019:

Mutual funds	$ 735,112
Exchange-traded funds	1,610,133
Fixed income	750,646
	3,095,891
Certificates of deposit	39,470
	$ 3,135,361

Net investment activity for 2019 reflects a gain of $158,396. It is comprised of interest and dividend income of $67,461, net realized gain on sales of $8,688 and net unrealized gain of $82,247.

Investments are subject to market activities and fluctuations.

The Agency owns one certificate of deposit at June 30, 2019 maturing September 5, 2020, in the amount of $39,470 and bearing interest at 1.63 % annually.

7. FAIR VALUE DISCLOSURE

Recurring Fair Value Measurements

The Agency has adopted FASB ASC 820 for existing fair value measurement requirements related to financial assets and liabilities as well as to non-financial assets and liabilities which are re-measured at least annually. FASB ASC 820 defines fair value, establishes a framework for measuring fair value under generally accepted accounting principles and enhances disclosures about fair value measurements. Fair value is defined under FASB ASC 820 as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. Valuation techniques used to measure fair value under FASB ASC 820 must maximize the use of observable inputs and minimize the use of unobservable inputs.

The standard describes a fair value hierarchy based on three levels of inputs, of which the first two are considered observable and the last unobservable, that may be used to measure fair value as follows:

- Level 1—Quoted prices in active markets for identical assets or liabilities.
- Level 2—Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.
- Level 3—Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities.

The Agency has provided fair value disclosure information for relevant assets and liabilities in these consolidated financial statements. The following table summarizes assets which have been accounted for at fair value on a recurring basis as of June 30, 2019, along with the basis for the determination of fair value:

		Basis for Valuation		
	Total	Quoted Prices in Active Markets	Observable Measurement Criteria	Unobservable Measurement Criteria
Mutual funds	$ 735,112	$ 735,112	$ -	$ -
Exchange traded funds	1,610,133	1,610,133	-	-
Fixed income	750,646	750,646	-	-
	$ 3,095,891	$ 3,095,891	$ -	$ -
Certificate of deposit	$ 39,470	$ -	$ 39,470	$ -

The Agency's investments in marketable securities are valued at their quoted market prices in active markets for identical investments. As such, the fair value of these investments is classified as Level 1.

Certificate of deposit are valued based on comparable certificates of deposit issued by the bank or similar institution on similar marketplaces. As such, the fair value of the certificates of deposit is classified as Level 2.

For applicable assets and liabilities subject to this pronouncement, the Agency will value such assets and liabilities using quoted market prices in active markets for identical assets and liabilities to the extent possible. To the extent that such market prices are not available, the Agency will next attempt to value such assets and liabilities using observable measurement criteria, including quoted market prices of similar assets and liabilities in active and inactive markets and other corroborated factors. In the event that quoted market prices in active markets and other observable measurement criteria are not available, the Agency will develop measurement criteria based on the best information available.

8. PROPERTY AND EQUIPMENT

Property and equipment is comprised as follows as of June 30, 2019:

Land	$ 1,629,499
Buildings and improvements	8,137,085
Furniture, fixtures, and equipment	465,454
Vehicles	406,303
IT equipment	309,231
Construction in progress	437,153
	11,384,725
Less: Accumulated depreciation and amortization	(6,967,311)
Property and equipment, net	$ 4,417,414

Depreciation expense recorded for the year ended June 30, 2019 was $335,579. Additionally, the Arc evaluates property and equipment to determine if any have been impaired. No impairment has been recognized for the year ended June 30, 2019.

9. RESTRICTED DEPOSITS

Residual receipts accounts and reserve for replacements accounts have been established in accordance with the terms of the loan commitments between HUD and the Agency. These accounts are not available for operating purposes.

The residual receipts accounts were established in order to maintain a separate account for residual receipts calculated based on cash surpluses. These funds will be released only upon HUD approval.

As payee on Social Security Administration checks and other payments, The Arc of Union County, Inc. reviews and pays bills submitted for the individual. The bank account is reconciled monthly and a financial statement is prepared.

The individual account balances are as follows as of June 30, 2019:

Reserve for replacements	$ 185,313
Residual receipts reserve	133,347
Representative payee	52,108
	$ 370,768

10. LONG-TERM DEBT

Long-term debt is comprised as follows as of June 30, 2019:

Mortgage note with Investors Savings Bank renewed July 13, 2017 payable in monthly installments of $2,044, including interest at 4.0 % due July 2022, collateralized by property located in New Providence, NJ.	$ 249,010
Mortgage note payable to Valley National Bank in monthly installments of $2,368, including interest at 2.975 % due January 2027, collateralized by property in Westfield, NJ.	194,362
Mortgage note payable to RSI Bank in monthly installments of $1,626, including interest at 4.0 % due August 2033, collateralized by property in Clark, NJ.	212,540
Mortgage note payable to RSI Bank in monthly installments of $2,319, including interest at 5.5 % due September 2034, collateralized by property in New Providence, NJ	308,443
Mortgage note payable to HUD in monthly installments of $2,317, including interest at 9.25 % through October 2024, collateralized by certain real property.	123,357
Mortgage note payable to HUD in monthly installments of $2,689, including interest at 8.5 % through March 2022, collateralized by certain real property.	78,881
Loan payable to County of Union, New Jersey as part of grant agreement, no interest with 10 % forgiveness of debt per year through June 2022.	69,824
	1,236,417
Less: Current maturities	(137,697)
Long-term debt, net	$ 1,098,720

Long-term debt matures as follows:

2020	$ 137,697
2021	137,440
2022	136,260
2023	94,822
2024	99,817
Thereafter	630,381
	$ 1,236,417

Included in interest expense, bank and debt fees is interest expense on long-term debt totaling $60,492 for the year ended June 30, 2019.

11. LINES OF CREDIT

The Arc has a line of credit with a limit not to exceed $700,000 or the sum of specified percentages of its investment account based on the type of assets held, whichever is less. The interest rate on this line is at *The Wall Street Journal* Prime Rate percentage, with a floor of 5 %. This line expires on December 31, 2019. At June 30, 2019, the balance outstanding was $-0-.

The Arc has a line of credit with a limit not to exceed $1,200,000 or 85 % of its investment account, whichever is less. The interest rate on this line is at *The Wall Street Journal* Prime Rate, with a floor of 5 %. This line expires on March 1, 2020. At June 30, 2019, the balance outstanding was $-0-.

Interest expense for the year for both lines of credit amounted to $22,332 and is included in interest expense, bank and debt fees on the consolidated statement of functional expenses. All lines of credit are collateralized by certain assets of the Arc.

12. NET ASSETS

The Agency's net assets consist of both net assets with and without donor restrictions. Net assets with donor restrictions consist of capital advances received from HUD. Such advances were received in order to acquire and renovate group homes. The net assets classified as Designated – Department of Education represent the restricted working capital funds of the Kohler School as required by the New Jersey Department of Education for the specific use of the Agency as part of its education program. The remaining net assets without donor restrictions represent the portion of expendable funds that are available for the Agency's operations.

13. RETIREMENT PLAN

The Agency maintains a 401(k) defined contribution plan (the "Plan") covering eligible employees of the Agency. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 ("ERISA"). Employees of the Agency, other than leased employees, non-resident aliens, or seasonal and temporary workers, were eligible to make deferral contributions to the Plan starting on January 1 or July 1 following completion of one year of service. Effective August 23, 2017, the Plan was amended to permit employees of the Agency who are classified as seasonal or temporary workers to make deferral contributions to the Plan after one year of service. Effective January 1, 2019, the Plan was amended to allow eligible employees to make deferral contributions to the plan immediately upon eligibility. Each year, eligible employees may contribute up to 100 % of eligible compensation limited to the maximum contribution limit (in dollars) permitted by law on a pre-tax or after-tax basis. Participants direct the investment of their contributions among various investment options offered by the Plan. Effective January 1, 2019, the Plan was amended to allow for employer discretionary or profit sharing contributions.

14. OBLIGATIONS UNDER OPERATING LEASES

The Agency conducts and administers many of its programs from facilities rented under the terms of several operating leases. Each lease provides for the payment of minimum rentals plus operating costs such as utilities and maintenance. These leases expire at various times through 2028. Rent expense for the year ended June 30, 2019 under these leases amounted to $1,227,956.

In addition, the Agency was liable under the terms of vehicle and equipment leases. The leases, classified as operating leases, provide for minimum rental payments through 2021. Rent expense under the leases amounted to $501,930 during the year ended June 30, 2019.

At June 30, 2019, the future minimum rental payments due under all operating leases are as follows:

2020	$ 2,100,760
2021	1,936,134
2022	1,882,010
2023	1,840,203
2024	1,830,523
Thereafter	10,280,711
	$19,870,341

15. CONCENTRATIONS OF RISK

The Agency maintains cash balances at several banks and financial institutions. Accounts at each bank are insured by the Federal Deposit Insurance Corporation up to $250,000. From time to time during the year, cash balances have exceeded the insured limit.

16. COMMITMENTS AND CONTINGENCIES

In prior years, the Agency received capital grants from the State of New Jersey, Department of Human Services. The grants were used to purchase and renovate group homes. The State holds an equitable interest in these properties. The Agency must maintain these facilities for Department of Human Services' clients for a period of 20 years. The mortgages will be satisfied upon the passage of this operational time. Failure to meet this requirement may result in the Agency's repaying the outstanding mortgages or in the transfer of the property titles to the State of New Jersey.

In 2013, the Arc received a grant from the County of Union, New Jersey. The grant was used primarily to purchase new furniture and equipment that was lost due to damages from a hurricane. A portion of this grant included funds payable back to the County of Union if the Agency does not meet certain conditions. The Agency must maintain the property purchased with the grant, and also continue to provide benefit to people of low and moderate incomes. The loan balance is reduced by 10 % per year until June 2022. Failure to meet the requirements may result in the Agency's repayment of the outstanding loan balance.

In prior years, the Agency received capital advances from HUD. Such advances were received in order to acquire and renovate group homes. HUD is holding mortgages on the land, buildings, and improvements acquired with these advances. The Agency has agreed to make these homes available to eligible, very low income households or disabled individuals for 40 years in accordance with HUD Section 811 requirements. Failure to meet the requirements may result in the Agency's repaying the advances plus any interest which would have accrued between the date of the advance and the date of repayment. The mortgages will be satisfied upon the passage of the operational period of time. Currently, the capital advances are reflected as net assets with donor restrictions in the consolidated statement of financial position as of June 30, 2019 in the amount of $1,056,000.

The Agency is subject to certain claims and litigations arising from the normal course of business. In the opinion of management, the outcome of such matters will not have a material effect on the consolidated financial position of the Agency.

17. CURRENT VULNERABILITY DUE TO CERTAIN CONCENTRATIONS

The majority of the Agency's assets are group homes. The Agency's operations are highly concentrated in the real estate market. In addition, the Agency operates in a heavily regulated environment. The operations of the Agency are subject to the administrative directives, rules, and regulations of federal, state, and local regulatory agencies. Such administrative directives, rules, and regulations are subject to change by an Act of Congress, state or local agencies, an administrative change which may occur with little notice and inadequate funding to pay for the related costs, including the additional administrative burden to comply with a change.

The Agency receives approximately 64 % of its support from Medicaid revenue, which could have a significant impact on the Agency and its ability to continue its operations should funding under these programs be diminished. The Agency does not expect that the support from this governmental agency will be lost in the near term.

The Agency receives approximately 13 % of its support from educational services provided through the Kohler School.

18. SUBSEQUENT EVENTS

The Agency has evaluated subsequent events occurring after the consolidated statement of financial position date through December 19, 2019, the date the consolidated financial statements were available for release and has determined there were no subsequent events that have occurred which require disclosure in the consolidated financial statements.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors,
The Arc of Union County, Inc. and Related Organizations:

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of The Arc of Union County, Inc. and Related Organizations, which comprise the consolidated statement of financial position as of June 30, 2019, and the related consolidated statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the consolidated financial statements and have issued our report thereon dated December 19, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the consolidated financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's consolidated financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of consolidated financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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Purpose of the Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Withum Smith + Brown, PC

December 19, 2019

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE STATE OF NEW JERSEY, DEPARTMENT OF THE TREASURY CIRCULAR 15-08-OMB

To the Board of Directors,
The Arc of Union County, Inc. and Related Organizations:

Report on Compliance for Each Major State Program

We have audited The Arc of Union County, Inc., and Related Organizations' (the "Agency") compliance with the types of compliance requirements described in the *New Jersey State Grant Compliance Supplement* that could have a direct and material effect on each of the Agency's major state programs for the year ended June 30, 2019. The Agency's major state programs are identified in the summary of auditor's results section of the accompanying consolidated schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with state statutes, regulations and the terms and conditions of the state awards applicable to its state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Agency's major state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and The State of New Jersey Department of the Treasury, Policy Circular 15-08-OMB. Those standards and NJ 15-08-OMB require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major state program. However, our audit does not provide a legal determination of the Agency's compliance.

Opinion on Each Major State Program

In our opinion, the Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2019.

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Report on Internal Control Over Compliance

Management of the Agency is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Agency's internal control over compliance with the types of requirements that could have a direct and material effect on each major state program as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major state program and to test and report on internal control over compliance in accordance with NJ 15-08-OMB, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of 15-08-OMB. Accordingly, this report is not suitable for any other purpose.

WithumSmith+Brown, PC

December 19, 2019

SUPPLEMENTARY INFORMATION

The Arc of Union County, Inc. and Related Organizations
Consolidated Schedule of Expenditures of Federal Awards and State Financial Assistance
Year Ended June 30, 2019

Grantor and Award Number	CFDA Number	Award Period	Payments to Sub-Recipients	Current Year Expenditures
U.S. Department of Housing and Urban Development:				
Project No. 031 EH092 Section 202	14.157	N/A	$ -	$ 137,198
Project No. 031 EH028 Section 202	14.157	N/A	-	103,305
			-	240,503
Project No. 031 EH092 Section 8	14.195	7/1/18-6/30/19	-	26,511
Project No. 031 EH028 Section 8	14.195	7/1/18-6/30/19	-	46,109
			-	72,620
Sub-total HUD			$ -	$ 313,123

Note:
This consolidated schedule of expenditures of federal awards does not include the below capital advances secured by mortgages and rent subsidies for the HUD properties which have been separately audited and reported under Uniform Guidance. These amounts total as follows:

Grantor and Award Number	CFDA Number	Award Period	Payments to Sub-Recipients	Prior Year Capital Advances
U.S. Department of Housing and Urban Development:				
Project No. 031 HD011 Section 811	14.181	N/A	$ -	$ 546,500
Project No. 031 HD011 Section 8	14.195	7/1/18-6/30/19	-	(2,635)
Project No. 031 HD004 Section 811	14.181	N/A	-	509,500
Project No. 031 HD004 Section 8	14.195	7/1/18-6/30/19	-	16,523
			$ -	$ 1,069,888

See Independent Auditor's' Report.
See accompanying Notes to Consolidated Schedule of Expenditures of Federal Awards and State Financial Assistance.

The Arc of Union County, Inc. and Related Organizations
Consolidated Schedule of Expenditures of Federal Awards and State Financial Assistance
Year Ended June 30, 2019

Grantor	CFDA Number	Award or Contract Number	Award Period	Award Amount	Expenditures
U.S. Department of Labor:					
Passed through United Way of Greater Union County					
Youth Employment Pathways Program	17.259	unidentified	7/1/18-6/30/19	$ 127,257	$ 127,257
U.S. Department of the Interior:					
Passed through NJ Department of Labor and Workforce Development					
Division of Vocational Rehabilitation					
Sheltered Workshop Support - Extended Employment Program	15.321	DVRS 2018-6	7/1/18-6/30/19	7,309	7,309
Passed through Union County Department of Economic Development -					
Community Development Block Grant - Disabled Services	15.321	017-321	9/1/18-8/31/19	13,010	-
				20,319	7,309
U.S. Department of Housing and Urban Development:					
Passed through Union County Department of Economic Development -					
Community Development Block Grant - Disaster Recovery Funds	14.218	2013-02300-0285-00	1/1/13-2/31/15	413,735	23,264
Group Homes Improvement Project - Emergency Generators	14.218	D-12-56-818-009-919	9/1/18 - 8/31/19	30,000	14,750
Group Homes Improvement Project - Roof Rehabilitation	14.218	D-12-56-817-009-919	9/1/17 - 8/31/18	25,000	23,790
				468,735	61,804
Passed through Union County Department of Human Services -					
Community Services Block Grant	14.218	19-CSB-100	1/1-3/31/19	6,954	-
Community Services Block Grant	14.218	18-CSB-100	1/1-12/31/18	23,433	8,667
				30,387	8,667
				499,122	70,471
Sub-total Federal Awards passed thru State of New Jersey				$ 646,698	205,037
Total Federal Award Expenditures					518,160
NJ Department of Labor and Workforce Development					
Division of Vocational Rehabilitation					
Sheltered Workshop Support - Extended Employment Program		DVRS 2018-6	7/1/18-6/30/19	222,237	222,237
Long Term Follow-Along		DVRS 2019149	7/1/18-6/30/19	13,356	-
Long Term Follow-Along		DVRS 2018149	7/1/17-6/30/18	9,540	2,702
Long Term Follow-Along		DVRS 2017149	7/1/16-6/30/17	9,180	2,863
				254,313	227,802
County of Union, Department of Economic Development					
WorkFirst New Jersey - TANF & GA/SNAP Program		G-02-18-365	7/1/18-12/31/19	80,000	21,500
				334,313	249,302
NJ Department of Children & Families					
Direct Support Professional Wage Increase		N/A	7/1/18-6/30/19	4,494	4,494
Direct Support Professional Wage Increase		N/A	7/1/17-6/30/18	1,942	1,942
Direct Support Professional Wage Increase		N/A	7/1/17-6/30/18	722	722
				7,158	7,158
NJ Department of Health, Division of Family Health Services					
Early Intervention Program (letter of agreement)		04-2171-EIP-N-0	7/1/18-6/30/19	735,634	735,634
NJ Department of Human Services - Division of Developmental Disabilities					
Division of Developmental Disabilities		02 XX 19C	7/1/18-6/30/19	2,846,667	2,846,667
Supported Employment Services		02 XX 19C	7/1/18-6/30/19	2,756	2,756
				2,849,423	2,849,423
Total State Financial Assistance				$ 3,926,528	3,841,517
Total Federal Awards and State Financial Assistance					$ 4,359,677

See Independent Auditor's' Report.
See accompanying Notes to Consolidated Schedule of Expenditures of Federal Awards and State Financial Assistance.

1. BASIS OF PRESENTATION

The accompanying consolidated schedule of expenditures of federal awards and state financial assistance includes the federal and state grant activity of the Agency for the year ended June 30, 2019. The information in this schedule is presented in accordance with the requirements of 15-08-OMB. Because the schedule presents only a selected portion of the operations of the Agency, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Agency. Therefore, some amounts presented in this schedule may differ from amounts presented or used in the preparation of the basic consolidated financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on this schedule are presented using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America and may differ from certain financial reports submitted to other federal and state funding agencies due to those reports being submitted on either a cash or modified accrual basis of accounting.

3. INDIRECT COSTS

The Agency does not have a federally negotiated indirect cost rate for federal or state purposes and has not elected to use the 10 % de minimus cost rate as covered in section 200.414 in Uniform Guidance.

4. SUBRECIPIENTS

For the year ended June 30, 2019, the Agency had no sub-recipients.

5. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Grantor and Award Number	CFDA Number	Payments to Sub-Recipients	Balance at June 30, 2019
U.S. Department of Housing and Urban Development:			
Project No. 031 EH092 Section 202	14.157	$ --	$ 123,357
Project No. 031 EH028 Section 202	14.157	--	78,881
		$ --	$ 202,238

The consolidated schedule of expenditures of federal awards and state financial assistance reflects the outstanding balances of mortgages under CFDA 14.157 as of June 30, 2018.

See Independent Auditor's Report.

The Arc of Union County, Inc. and Related Organizations
Consolidated Schedule of Findings and Questioned Costs
Year Ended June 30, 2019

Section 1 – Summary of Auditor's Results

Consolidated Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiencies identified?	None reported
Noncompliance material to consolidated financial statements noted?	None

State Awards

Internal control over major programs:	
Material weaknesses identified?	No
Significant deficiencies identified?	None reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with State of New Jersey Department of Treasury Circular 15-08-OMB?	None

The following was determined to be a major program:

Awarding Agency	Award Number	Expenditures
NJ Dept. of Human Services Division of Developmental Disabilities	02 XX 19C	$ 2,846,667

Dollar threshold used to distinguish between Type A and Type B programs:	$ 750,000
Auditee qualified as a low-risk auditee?	Yes

Section 2 – Financial Statement Findings

None.

Section 3 – State Awards Findings and Questioned Costs

None.

Section 4 – Follow-up of Prior Audit

None.

WORKFIRST NEW JERSEY 2020 RFP

ATTACHMENT C

REQUIRED DOCUMENTS AND CERTIFICATIONS

STANDARD ASSURANCES AND CERTIFICATIONS

STANDARD ASSURANCES AND CERTIFICATIONS

The Union County Workforce Development Board will not award a grant where the Applicant or Sub-Recipient has failed to accept this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions contained herein. In performing its responsibilities under this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions, the Applicant or Sub-Recipient hereby certifies and assures that it will fully comply with the following:

1) Assurances Non-Construction Programs (SF 424 B)
2) Debarment and Suspension Certification (29 CFR Part 98)
3) Certification Regarding Lobbying (29 CFR Part 93)
4) Drug Free Workplace Certification (29 CFR Part 98)
5) Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 38)
6) Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards (2 CFR Part 200)
7) Union County Workforce Development Board Policy and Procedural Assurances and Certifications

By signing this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions, the Applicant or Sub-Recipient is providing the above assurances and certifications as detailed below:

1) ASSURANCES NON-CONSTRUCTION PROGRAMS

As the duly authorized representative of the Applicant or Sub-Recipient, I certify that the Applicant or Sub-Recipient:

A) Has the legal authority to apply for federal assistance and the institutional managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

B) Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.

C) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

D) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

E) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of Office of Personnel Management's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

F) Will comply with all federal statutes relating to nondiscrimination. These include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101- 6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, 21 U.S.C. 1101 et seq. (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the

Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, 21 U.S.C. 801 et seq. (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act (42 U.S.C. 290 dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) the Genetic Information Nondiscrimination Act of 2008 which prohibits discrimination on the basis of genetic information; (j) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

G) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601 et seq. (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

H) Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limits the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

I) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40.U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.

J) Will comply, if applicable, with Flood Insurance Purchase Requirements of section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4001 et seq. (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

K) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. 4321 et seq. (P. L. 91-190) and Executive Order (Executive Order) 11514; (b) notification of violating facilities pursuant to Executive Order 11738; (c) protection of wetlands pursuant to Executive Order 11990; (d) evaluation of flood hazards in flood plains in accordance with Executive Order 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of federal actions to state (Clear Air) implementation plans under section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974 as amended, 42 U.S.C. 300f et seq. (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, 16 U.S.C. 1531 et seq. (P.L. 93-205).

L) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

M) Will assist the awarding agency in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order 11593 (Identification and protection of historic properties) and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

N) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

O) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544), as amended, (7 U.S.C. 2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching or other activities supported by this award of assistance.

P) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

Q) Will cause to be performed the required financial and compliance audits in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (78 FR 78589).

R) Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program.

S) Will comply with the Federal Funding Accountability and Transparency Act requiring recipients and subrecipients of federal financial assistance to obtain a Data Universal Numbering System (DUNS) number and will report the DUNS number to the grantor as a condition of receiving a federal grant or award. Furthermore, the Applicant or Sub-Recipient must be registered in the federal System for Award Management (SAM) and continue to maintain an active SAM registration with current information at all times during which the term of this grant or award is in effect. Furthermore, no contract, award, subgrant will be made by the Applicant or Sub-Recipient to another party if said party is listed in the Excluded Parties List System in the federal SAM.

T) Will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q).

U) Will comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

2) CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, sections 85.105 and 85.110.

The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

A) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency or the state of New Jersey.

B) Have not within a three year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

C) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in paragraph B of this certification; and have not within a three year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

D) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (or plan).

E) Are not listed in the Excluded Parties List System in the federal SAM.

3) CERTIFICATION REGARDING LOBBYING

As required by 31 U.S.C. 1352 and implemented at 34 CFR Part 82, for the persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, sections 82.105 and 82.110 that applicant certifies that:

The undersigned (i.e., Applicant or Sub-Recipient signatory) certifies, to the best of his or her knowledge and belief that:

A) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant loan or cooperative agreement.

B) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

C) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

4) CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for Applicant or Sub-Recipient as defined at 34 CFR Part 85, sections 85.605 and 85.610.

The Applicant or Sub-Recipient certifies that it will or will continue to provide a drug-free workplace by:

A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Applicant or Sub-Recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

B) Establishing an ongoing drug-free awareness program to inform employees about:

1) The dangers of drug abuse in the workplace;
2) The Applicant or Sub-Recipient's policy of maintaining a drug-free workplace;
3) Any available drug counseling, rehabilitation and employee assistance programs; and

4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

C) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.

D) Notifying the employee in the statement required by paragraph A that as a condition of employment under the grant, the employee will:

1) Abide by the terms of the statement; and
2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

E) Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

F) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:

1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A, B, C, D, E and F.

5) NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from Union County Workforce Development Board, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

A) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.

B) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.

C) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.

D) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

E) The Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications. It requires all affected entities to provide *reasonable accommodation* to persons with disabilities.

F) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any Workforce Innovation and Opportunity Act Title I-financially assisted program or activity.

G) The grant applicant also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

6) UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (2 CODE OF FEDERAL REGULATIONS, PART 200)

As a condition to the award of any grant funds administered by the Union County Workforce Development Board—including, but not limited to, Workforce Innovation and Opportunity Act (WIOA), WorkFirst New Jersey (WFNJ): Temporary Assistance to Needy Families (TANF), General Assistance (GA), Supplemental Nutrition Assistance Program (SNAP), and Workforce Learning Link (WLL)—the Applicant or Sub-Recipient certifies and assures that it will fully abide by 2 Code of Federal Regulations Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

7) UNION COUNTY WORKFORCE DEVELOPMENT BOARD POLICY AND PROCEDURAL ASSURANCES AND CERTIFICATIONS

As a condition to the award of any grant funds administered by the Union County Workforce Development Board—and in performing its responsibilities as required by this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions—the Applicant or Sub-Recipient hereby certifies and assures that it will fully comply with all of the policies, procedures, directives and guidance of the Union County Workforce Development Board; The Applicant or Sub-Recipient further certifies and assures that the Applicant or Sub-Recipient:

A) Is financially solvent, able to pay all debts as they mature and possesses sufficient working capital to complete the Scope of Work as outlined in the Request for Proposal and in this Agreement.

B) Will maintain an operating reserve balance to ensure the Applicant and/or Sub-Recipient has the ability to carry out the deliverables of the federal and/or state grant award as outlined in the Union County Workforce Development Board Strategic Plan, 2016-2020, and in this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions.

C) Will accumulate and maintain sufficient reserves—in its fiduciary capacity for prudent financial management—to accomplish the strategic objectives of the Union County Workforce Development Board, and the Workforce Innovation and Opportunity Act and/or WorkFirst New Jersey, and in this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions.

D) Will begin each fiscal year with operating reserves of no less than 10% of the annual operating revenue budget of the Applicant and/or Sub-Recipient and to maintain debt appropriate for sound financial management of the Applicant and/or Sub-Recipient.

E) Will maintain a level of funds that can be used to minimize the impact associated with unexpected allocation reductions to the operating budget.

F) Will create and maintain the financial ability to respond to unplanned events—such as a natural disaster and/or a shutdown in government operations at the federal and/or state level due to a lapse in appropriations—to keep the Applicant and/or Sub-Recipient operating.

G) Will match with non-federal in-kind funds a share of 10% of all costs submitted for vouchers on a monthly basis, to the Workforce Innovation and Opportunity Act and/or WorkFirst New Jersey grants.

H) Will provide the Union County Workforce Development Board with independently audited Financial Statements in accordance with Generally Accepted Accounting Principles (GAAP), as a for-profit subrecipient, for the prior fiscal year.

I) Will provide the Union County Workforce Development Board with independently audited Financial Statements in accordance with Financial Accounting Standards Board (FASB), standards for the reporting of nonprofit Financial Statements, for the prior fiscal year.

J) Will provide the Union County Workforce Development Board with a certified copy of the Single Audit Report or independently audited Financial Statements for the prior fiscal year, on an annual basis.

K) Will advise the Union County Workforce Development Board of any administrative findings and/or issues pertaining to non-compliance within 30 days of said notice. Corrective action to the administrative findings and/or non-compliance issues must be provided as well.

L) Will apply all the standards, assurances, certifications, policies, procedures, directives, and performance reporting requirements delineated herein to all of the grant funds awarded by the Union County Workforce Development Board including, but not limited to, Workforce Innovation and Opportunity Act (WIOA), WorkFirst New Jersey—Temporary Assistance to Needy Families (TANF), General Assistance (GA), and Supplemental Nutrition Assistance Program (SNAP), and Workforce Learning Link (WLL).

M) Will employ internal controls and financial management procedures to ensure that Workforce Innovation and Opportunity Act (WIOA) and WorkFirst New Jersey (WFNJ) funds are used in manner required by federal, state and county laws.

N) Will manage, maintain and track budgeted-to-actual monthly expenses based on the contracted line-item budget and will provide said reports to the Union County Workforce Development Board.

O) Will request a budget modification at least thirty days (30) prior to the need arising.

P) Will not request reimbursement for expenses not in the approved line-item budget and not authorized through the budget modification procedure, pursuant to subsection 7 – O above.

Q) Will notify the Union County Workforce Development Board of any liens or civil judgements against the applicant agency, its President, Executive Director, or Chief Executive Officer.

R) Will comply with all Workforce Area Guidance Letters as ratified by the Union County Workforce Development Board, and any other policy directives communicated.

S) Will submit all contracts, memoranda of understanding, vouchers, the standard assurances, certifications, general provisions—and modifications thereto—along with all supporting documentation printed on single-sided paper.

T) Will provide verifiable quality services to participants so as to meet the goals, objectives and deliverables outlined in the Union County Workforce Development Board's Strategic Plan 2016-2020, and in this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions.

U) Will participate in the relevant committees established by the Union County Workforce Development Board, including but not limited to, the Youth, Disability, Literacy, and American Job Center Committees.

V) Will provide monthly reporting of performance data related to program elements for reportable individuals and participants and exited participants to the Union County Workforce Development Board and to the American Job Centers of Union County, consistent with the performance goals outlined in subsection 7X and 7Y below.

W) Will provide follow-up services to exited program participants for up to twelve (12) months subsequent to being exited as a participant by the American Job Center.

X) Will work diligently to achieve the performance goals approved by the United States Department of Labor, the United States Department of Education, and the New Jersey Department of Labor and Workforce Development for programs funded through the Workforce Innovation and Opportunity Act (WIOA)—Adult, Dislocated Workers, and Youth—and the WorkFirst New Jersey grants for Program Year 2018:

1) Adult Employment Rate 2nd Quarter After Exit: 80.6% (PY 2018)
2) Adult Employment Rate 4th Quarter After Exit: 67.5% (PY 2018)
3) Adult Credential Attainment 4th Quarter After Exit: 50.1% (PY 2018)
4) Adult Median Earnings 2nd Quarter After Exit: $4,513 (PY 2018)
5) Dislocated Worker Employment Rate 2nd Quarter After Exit: 81.7% (PY 2018)
6) Dislocated Worker Employment Rate 4th Quarter After Exit: 66.5% (PY 2018)
7) Dislocated Worker Credential Attainment 4th Quarter After Exit: 53.5% (PY 2018)
8) Dislocated Worker Median Earnings 2nd Quarter After Exit: $5,869 (PY 2018)
9) Youth Employment Rate 2nd Quarter After Exit: 75.0% (PY 2018)
10) Youth Employment Rate 4th Quarter After Exit: 40.0% (PY 2018)
11) Youth Credential Attainment 4th Quarter After Exit: 74.0% (PY 2018)
12) TANF Client Participation Rate: 50.0% (PY 2018)

Y) Will work diligently to achieve the performance goals approved by the United States Department of Labor, the United States Department of Education, and the New Jersey Department of Labor and Workforce Development for programs funded through the Workforce Innovation and Opportunity Act (WIOA)—Adult, Dislocated Workers, and Youth—and the WorkFirst New Jersey grants for Program Year 2019:

1) Adult Employment Rate 2nd Quarter After Exit: 81.3% (PY 2019)
2) Adult Employment Rate 4th Quarter After Exit: 68.3% (PY 2019)
3) Adult Credential Attainment 4th Quarter After Exit: 50.4% (PY 2019)
4) Adult Median Earnings 2nd Quarter After Exit: $4,713 (PY 2019)
5) Dislocated Worker Employment Rate 2nd Quarter After Exit: 82.2% (PY 2019)
6) Dislocated Worker Employment Rate 4th Quarter After Exit: 67.4% (PY 2019)
7) Dislocated Worker Credential Attainment 4th Quarter After Exit: 54.0% (PY 2019)
8) Dislocated Worker Median Earnings 2nd Quarter After Exit: $5,969 (PY 2019)
9) Youth Employment Rate 2nd Quarter After Exit: 76.0% (PY 2019)
10) Youth Employment Rate 4th Quarter After Exit: 49.0% (PY 2019)
11) Youth Credential Attainment 4th Quarter After Exit: 75.0% (PY 2019)
12) TANF Client Participation Rate: 50.0% (PY 2019)

Z) Will provide in-school and out-of-school youth, ages 16 to 24, with all the fourteen (14) program elements required under the Workforce Innovation and Opportunity Act (WIOA), or cause them to be provided through an authorized Partner agency and/or Sub-Sub-Recipient; will provide the required career guidance, supportive services, quality occupational, vocational or career training; will track and document participants' progress through the approved Individual Service Strategy form; and will provide the requisite follow-up services to exited program participants for up to twelve (12) months subsequent to being exited as a participant by the American Job Center.

AA) Will comply with all applicable labor and employment laws enacted in the State of New Jersey, and will display all corresponding posters required under the laws in locations easily visible to all employees, including but not limited to, the following Laws, Rules and Regulations:

1) Wage Payment Law (N.J.S.A. 34:11-4.1 et seq.)
2) Wage and Hour Law (N.J.S.A. 34:11-56a et seq.)
3) Wage Collection (N.J.S.A. 34:11:57 et seq.)
4) Child Labor Laws (N.J.S.A. 34:2-21.1 et seq.) and (N.J.A.C. 12:58 et seq.)
5) New Jersey Earned Sick Leave Law (N.J.S.A. 34:11d-1 et seq.)
6) Family Leave Act (N.J.S.A. 34:11B-1 et seq.)
7) Discrimination in Wages (N.J.S.A. 34:11-56.1 et seq.)
8) Medical Examination Requested By Employer (N.J.S.A. 34:11-24.1 et seq.)
9) Suspension, Revocation Of Certain Employer LICENSES (N.J.S.A. 34:1A-1.11 et. seq.)
10) Notification By Employer Of Change In Health Benefits Plan (N.J.S.A. 34:11A-16 et. seq.) and (N.J.S.A. 17B:30-40)
11) Lie Detector Test (N.J.S.A. 2C:40A-1 et seq.)
12) Prohibited Job Advertisements (N.J.S.A. 34:8B-1 et seq.)
13) Electronic Communication Devices (N.J.S.A. 34:6B-5 et seq.)
14) Opportunity To Compete (N.J.S.A. 34:6B-11 et seq.)
15) Conscientious Employee Protection Act (Whistleblower Act) (N.J.S.A. 34:19-1 – 34:19-8)
16) Wage Payments (General Provisions; Violations; Fees And Penalties; Hearings) (N.J.A.C. 12:55 Subchapter 1)
17) Payroll Deductions (N.J.A.C. 12:55 Subchapter 2)
18) Wage Collection (General Provisions) (N.J.A.C. 12:61 Subchapter 1)
19) Notification (N.J.A.C. 12:2)
20) Notification Concerning Health Benefit Plans (N.J.A.C. 12:63)
21) Prohibited Discrimination Against Unemployed Individuals (N.J.A.C. 12:67)
22) Opportunity to Compete Act (N.J.A.C. 12:68)

BB) Will request technical assistance, in writing, from the Union County Workforce Development Board should the need arise.

CC) Pursuant to N.J.A.C. 17:44-2.2, the Applicant or Sub-Recipient shall maintain all documentation related to products, transactions, or services under this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions, for a period of five (5) years from the date of final payment. Such records shall be made available to the Union County Workforce Development Board, and its authorized representatives, and to the New Jersey Office of the State Comptroller upon request.

DD) Will submit any request for payment by submitting an authorized voucher form and by signing the **Claimant's Certification and Declaration**, which states: *"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."*

As the duly authorized representative of the Applicant or Sub-Recipient, I hereby certify and assure the Applicant or Sub-Recipient has read, understands and will comply with this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions. I further certify and assure that as the duly authorized representative, I retain the authority to accept federal and state funds including Workforce Innovation and Opportunity Act (WIOA), WorkFirst New Jersey (WFNJ): Temporary Assistance to Needy Families (TANF), General Assistance (GA), Supplemental Nutrition Assistance Program (SNAP), and/or Workforce Learning Link (WLL). I further certify and assure the Applicant and/or Sub-Recipient has the financial stability and financial reserves required to perform the services outlined in this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions, and will practice

prudent financial management to accomplish the strategic objectives of the Union County Workforce Development Board, and the Workforce Innovation and Opportunity Act and/or WorkFirst New Jersey grants. The information provided below and the information provided herein, accurately reflect the desires and wishes regarding the use of these funds within the County of Union consistent with the requirements of the funding sources and our intent. Further, with my affixed signature, our agency, company or corporation agrees to follow, to be accountable for and to be responsive to the rules, laws, policies and plans developed by the federal, state, county governments, and the Union County Workforce Development Board, related to the federal and state funds included in this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions and to require all Partners and/or Sub-Sub-Recipients under this Agreement, the Scope of Work, the Standard Assurances, and Certifications, and the General Provisions to agree to same.

Edwin Asuta, Associate Executive Director, [signature]

PRINT NAME & TITLE **SIGNATURE**

x 6/9/20

DATE

CAROLYN E. SCOTT

ATTEST:

CAROLYN E. SCOTT
Notary Public, State of New Jersey
My Commission Expires
December 02, 2024

CORPORATE SEAL / NOTARY PUBLIC

GENERAL PROVISIONS

DEFINITIONS

For the purpose of this document, the following definitions apply:

- **Grantor** is defined as the Union County Workforce Development Board, which is also referred to as Union County Workforce Development Board .
- **Applicant or Sub-Recipient** is defined as any entity in direct receipt of funds by written instrument from Union County Workforce Development Board .
- **Applicant or Sub-Recipient** is defined as any entity in receipt of funds from an Applicant or Sub-Recipient.
- **Agreement** refers to the contract with Union County Workforce Development Board, the General Provisions, and where applicable, the Standard Assurances and Certifications.
- **Program exit** is defined as a participant having either been designated by the local area as such or who has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services.
- **Number served** is those participants who are registered and receiving services.
- Definitions for financial terms below are derived from the **One-Stop Comprehensive Financial Management Technical Assistance Guide**. This document may be found on the Internet. The financial definitions below shall be those used in review and audit of related processes and systems. Local area records must conform with the definitions of the following terms from that document:

    - **Obligations** are defined as the amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the Applicant or Sub-Recipient.

    - **Expenditures/outlays** are defined as charges made to the project or program. They may be reported on a cash or accrual basis. For reports prepared on a cash basis, outlays are the sum of actual cash disbursement for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and Applicant or Sub-Recipient. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of in-kind contributions applied, and the new increase(or decrease) in the amounts owed by the Applicant or Sub-Recipient for goods and other property received, for services performed by employees, contractors, Applicant or Sub-Recipient, subcontractors and other payees and other amounts becoming owed under programs for which no current services or performance are required, such as annuities, insurance claims and other benefit programs. <u>Quarterly reports shall be prepared on the accrual basis.</u>

    - **Administration** is defined as the allocable portion of the costs for support services and <u>not</u> related to the **direct provision of workforce investment services, including services to participants and employers.** Administrative functions are specified to include the following:
        - General administrative functions such as accounting, financial and cash management, procurement, property management, personnel management and payroll
        - Audit functions and those duties associated with coordinating the resolution of findings originating from audits, monitoring, incident reports or other investigations
        - General legal services
        - Goods and services used for administrative functions
        - Developing systems, including information systems, related to administrative functions
        - The cost of awards made to subrecipient or vendor organizations for administrative services of the awarding agency (e.g., payroll service for staff or clients)
        -

    Administrative costs are accumulated and reported only by state and local boards, direct recipients (i.e., the state or Title ID Applicant or Sub-Recipient), the local grant recipient or

subrecipient, the fiscal agent for a local area and the One-Stop Career Center Operator. If the local area makes an award to a vendor for an administrative function such as developing a procurement system, then the vendor costs are classified as administrative. With the exception of the aforementioned type of administrative contract, all awards to vendors and subrecipients are considered program costs and would be reported in the program cost category.

- **Accrued expenditures** are defined as the charges incurred by the Applicant or Sub-Recipient during a given period requiring the provision of funds for (1) goods and other tangible property received; (2) services performed by employees, contractors, Applicant or Sub-Recipient, subcontractors and other payees; and (3) other amounts becoming owed (by the Applicant or Sub-Recipient) under programs for which no current services or performance are required, such as annuities, insurance claims and other benefits.

  Union County Workforce Development Board retains the right to examine all costs to determine appropriateness of the charge to a category. The Applicant or Sub-Recipient is responsible for ensuring that all efforts are made to ensure that administrative costs are kept to a minimum not to exceed the limits established by federal law, rules or policies.

1) COMPLIANCE WITH EXISTING LAWS

A) The Applicant or Sub-Recipient agrees to comply with all federal, state and municipal laws, rules and regulations generally applicable to the activities in which the Applicant or Sub-Recipient is engaged in performance of this agreement.

B) These laws, rules and regulations include, but are not limited to the following:

1) Federal Office of Management and Budget (OMB) documents: **https://www.whitehouse.gov/omb/**

2) New Jersey Department of the Treasury, Office of Management and Budget documents:
   (a) Circular Letter 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid: **https://www.state.nj.us/infobank/circular/cir1508_omb.pdf.**
   (b) State Grant Compliance Supplement: **https://www.state.nj.us/infobank/circular/circindx.htm**

3) State Affirmative Action Legal Citations: The Applicant or Sub-Recipient agrees to comply with and to require Applicant or Sub-Recipient to comply with N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5 et al., P.L. 1975, c. 127 and all implementing regulations.

Customized Training - Where funding is provided in whole or in part from the Workforce Development Partnership (WDP) fund, the Applicant or Sub-Recipient assures and agrees that it will fully comply with the requirements of the New Jersey Employment and Workforce Development Act (P.L. 1992 c. 43) and state regulations and directives governing this program. These requirements include the following assurances:

1) The Applicant or Sub-Recipient assures that it will fully comply with all federal and state laws regarding child labor, wages, workplace and classroom safety, health standards and other laws.
2) The Applicant or Sub-Recipient agrees that if it relocates outside New Jersey or outsources employee positions within three years following the end date of the customized training contract, the Applicant or Sub-Recipient will promptly notify Union County Workforce Development Board and refund all money to Union County Workforce Development Board , including payments made to any Applicant or Sub-Recipient on its behalf.
3) The Applicant or Sub-Recipient agrees to retain only service providers located in the state of New Jersey to provide the customized training services funded under this agreement.

Failure to comply with the laws, rules and regulations shall be grounds for termination of this agreement.

2) NONDISCRIMINATION AND EQUAL OPPORTUNITY

The Applicant or Sub-Recipient agrees to comply with the nondiscrimination and equal opportunity provisions of the following laws:

1) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WORKFORCE INNOVATION AND OPPORTUNITY ACT financially-assisted program or activity.
2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.
3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
5) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex in educational programs.
6) The Americans with Disabilities Act (P.L. 101-336) which prohibits discrimination based on disabilities in the areas of employment, public services, transportation, public accommodations and telecommunications. It requires all affected entities to provide reasonable accommodation to persons with disabilities.
7) The Genetic Information Nondiscrimination Act of 2008 which prohibits discrimination on the basis of genetic information.
8) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made and the requirements of any other nondiscrimination statute(s) which may apply to the application.

The Applicant or Sub-Recipient also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above.

3) SPECIAL GRANT CONDITIONS FOR HIGH RISK APPLICANT OR SUB-RECIPIENT

A) Applicant or Sub-Recipient may be considered high risk if Union County Workforce Development Board determines that Applicant or Sub-Recipient:
   1) Has a history of unsatisfactory performance;
   2) Is not financially stable;
   3) Has a financial management system which does not meet the standards set forth in section 4;
   4) Has not conformed to terms and conditions of previous awards; and
   5) Is otherwise not responsible.

B) When Union County Workforce Development Board determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award. Special conditions and/or restrictions may include:

   1) Payment on a reimbursement basis;
   2) Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period;
   3) Requiring additional, more detailed financial reports;
   4) Additional project monitoring;
   5) Requiring the Applicant or Sub-Recipient to obtain technical or management assistance; and
   6) Establishing additional prior approvals.

C) If Union County Workforce Development Board decides to impose such special conditions and/or restrictions, an official from the Union County Workforce Development Board will notify the Applicant or Sub-Recipient as soon as possible, in writing, of:

1) The nature of the special conditions and/or restrictions;
2) The reason(s) for imposing the special conditions and/or restrictions;
3) The corrective actions that must be taken before the special conditions and/or restrictions will be removed by Union County Workforce Development Board and the time allowed for completing the corrective actions; and
4) The method of requesting reconsideration of the special conditions and/or restrictions imposed.

4) FINANCIAL MANAGEMENT SYSTEM

A) The Applicant or Sub-Recipient shall be responsible for maintaining an adequate financial management system and will immediately notify Union County Workforce Development Board when the Applicant or Sub-Recipient cannot comply with the requirements established in this section of the grant.

B) The Applicant or Sub-Recipient's financial management system shall provide for:

1) Financial Reporting:

Accurate, current and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting and reporting in a format that is in accordance with the financial reporting requirements of the grant;

2) Accounting Records:

Records that adequately identify the source and application of funds for Union County Workforce Development Board -supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income;

3) Internal Control:

Effective internal and accounting controls over all funds, property and other assets. The Applicant or Sub-Recipient shall adequately safeguard all such assets and assure that they are used solely for authorized purposes;

4) Budget Control:

Comparison of actual expenditures or outlays with budgeted amounts for each grant. Also, the relationship of the financial information with performance or productivity data, including the development of unit cost information required by Union County Workforce Development Board ;

5) Allowable Costs:

Procedures for determining reasonableness, allowability and allocability of costs generally consistent with the provisions of federal and state requirements;

6) Source Documentation:

Accounting records that are supported by source documentation; and

7) Cash Management:

Procedures to minimize the time elapsing between the advance of funds from Union County Workforce Development Board and the disbursement by the Applicant or Sub-Recipient, whenever funds are advanced by Union County Workforce Development Board .

C) Union County Workforce Development Board may require the submission of a Statement of Adequacy of the Accounting System, as provided in Chapter II-2 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**, available at http://www.doleta.gov/grants/pdf/FinalTAG_August_02.pdf.

D) Union County Workforce Development Board may review the adequacy of the financial management system of any applicant as part of a pre-award review or at any time subsequent to the award. If Union County Workforce Development Board determines that the Applicant or Sub-Recipient's accounting system does not meet the standards described in paragraph B above, additional information to monitor the grant may be required by Union County Workforce Development Board upon written notice to the Applicant or Sub-Recipient, until such time as the system meets with Union County Workforce Development Board approval.

E) Union County Workforce Development Board requires that the Applicant or Sub-Recipient develop/maintain a documented financial management system that is committed to a document and conforms to applicable federal, state laws and generally accepted accounting principles.

F) The Applicant or Sub-Recipient shall develop/maintain a cost allocation/resource sharing plan regarding the resources developed to the One-Stop Career Center consistent with requirements set forth in appropriate laws, regulations and the **One-Stop Comprehensive Financial Management Technical Assistance Guide**.

5) ALLOWABLE COSTS

Funds expended in this project shall be those as stated in the agreement for the purposes and functions outlined, unless changed by an approved modification. The Applicant or Sub-Recipient shall be entitled only to reimbursement for actual expenses incurred or obligated during the contract/grant period or during an approved extension agreed upon by the Applicant or Sub-Recipient and Union County Workforce Development Board , and only in the amount specified in the agreement. All obligations shall be liquidated within three months of the completion of the contract period or an approved extension.

It is the intent of the state that all funds be used in a unified and integrated manner in order to provide seamless service delivery, and not to create duplication and multiple administrative entities within the same organization.

No funds under this contract may be used for purposes other than employment and To-Work related activities. These funds may not be used to supplement nor supplant services funded through other efforts. These funds cannot be used to duplicate services and staff being funded under other efforts.

No funding under this agreement can be used to provide for bonuses or other payments above and beyond legitimate wages, salaries or any other form of compensation.

Should any funds under this agreement be used for the purpose of satisfying any Applicant or Sub-Recipient or Applicant or Sub-Recipient pooled costs (i.e., indirect costs or general and administrative), it is the sole responsibility of the Applicant or Sub-Recipient to provide documentation substantiating such cost. Union County Workforce Development Board retains the right to question this or any other costs charged to this grant or contract.

All data pertaining to clients served under this agreement must be included in America's One-Stop Operating System (AOSOS). Costs related to clients not registered and/or reported in AOSOS may be disallowed.

Upon completion of training, participants should be referred to placement services, either through the training provider or the One-Stop Career Center. Participants may be enrolled into appropriate funded services, such as Job Seeking/Changing Skills or Job Search Workshop to aid the participant in securing employment, or receive activities such as referrals to job orders or job order development. Once a participant has not received any funded services or staff assisted activity for 90 consecutive calendar days and is not scheduled for future services, a soft exit will occur in AOSOS.

Applicant or Sub-Recipient who are government, educational or nonprofit organizations must comply with federal cost principles as established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. These regulations establish government-wide cost principles, including a requirement that salaries and wages charged to this agreement be supported by appropriate personnel activity reports and meet the requirements of 2 CFR 200.430(i) Standards for Documentation of Personal Expenses.

Union County Workforce Development Board does not provide funding that should be intended as working capital. Funds received are for the sole intent of the contracted program. Funds from any agreement must be used in the manner agreed upon within the agreement. Any changes in intent or use must be approved by Union County Workforce Development Board.

Interest earned from any funds included in this agreement must be used consistent with the agreement and with the applicable laws, rules and policies associated with the funding source which resulted in the interest. Further, any interest earned must be reported consistent with program income.

Each Applicant or Sub-Recipient shall have a written policy regarding the subject of leave accounting. Such policies must be consistent with policies of the grant recipient and must be available for Union County Workforce Development Board to review. Union County Workforce Development Board retains the right to assess such policies for their potential impact on service provision and require changes to ensure such services may not be impacted by local policies. Each Applicant or Sub-Recipient has the responsibility to ensure that its Applicant or Sub-Recipient, where appropriate, have similar documentation. Union County Workforce Development Board retains the right to determine whether costs/rates within this category are excessive.

Each Applicant or Sub-Recipient shall have a written policy regarding severance pay. Such policies must be consistent with policies of the grant recipient and must be available for review by Union County Workforce Development Board . Union County Workforce Development Board retains the right to assess such policies for their potential impact on service provision and require changes to ensure such services may not be impacted by local policies. Each Applicant or Sub-Recipient has the responsibility to ensure that its Applicant or Sub-Recipient, where appropriate, have similar documentation. Union County Workforce Development Board retains the right to determine whether costs/rates within this category are excessive.

Each Applicant or Sub-Recipient shall establish a written policy to address the provision of personnel benefits paid, incurred or purchased under this agreement. Costs associated with personnel benefits should be consistent with the developed policy and should apply to the Applicant or Sub-Recipient and its Applicant or Sub-Recipient where appropriate. Union County Workforce Development Board retains the right to determine whether costs/rates within this category are excessive.

Applicant or Sub-Recipient must ensure that costs related to meetings, entertainment, meals, graduations and celebrations are appropriate and of a *de minimis* amount. Each Applicant or Sub-Recipient must establish written policies consistent with that of the grant recipient. Union County Workforce Development Board retains the right to assess such policy for their potential impact on service provision and require changes to ensure such activities may not be impacted by local policies. Each Applicant or Sub-Recipient has the responsibility to ensure that its Applicant or Sub-Recipient, where appropriate, have similar documentation. Union County Workforce Development Board retains the right to determine whether costs/rates within this category are excessive.

Funds used under this grant must be used for the benefit of the program and its clients. Applicant or Sub-Recipient may not use resources from this agreement to benefit the results of non-applicable programs, the application for grants under non-applicable programs, nor employment under non-applicable programs. Applicant or Sub-Recipient using funds in such manner may have these costs disallowed. Applicant or Sub-Recipient shall establish policies on a local level to ensure that, where appropriate, similar requirements apply.

No wages under this agreement, whether for full time or part time work, may exceed the federally imposed limit as set forth in Public Law 109-234 and/or any limits established through applicable law, regulation or order by the state of New Jersey. This establishes a cap for not only annual wages, but should be pro-rated to ensure that hourly, weekly, monthly or any wages either wholly or partially funded under this agreement do not exceed the allowed amount on that basis either. Any costs above the total or pro-rated amount may be the basis for a disallowed cost for the entirety of the amount, not just any excessive amount. Each Applicant or Sub-Recipient has the responsibility to ensure that no Applicant or Sub-Recipient violate this cap and that any violation on that basis is similarly disallowed.

Union County Workforce Development Board reserves the right to cap and deny any requests associated with pooled costs (i.e., indirect or general and administrative). It is incumbent upon the Applicant or Sub-Recipient to provide sufficient documentation regarding such requests including documentation of its development and components and approval by the appropriate cognizant agency. Funding of the budgeted amount of the pooled costs in this grant/contract does not imply approval by Union County Workforce Development Board of the amount or method of calculation.

6) MATCHING AND COST SHARING

The Applicant or Sub-Recipient shall be required to account to the satisfaction of Union County Workforce Development Board for matching and cost sharing requirements in accordance with the agreement and federal and state requirements.

7) PROGRAM INCOME

Program income shall be defined as gross income earned by the Applicant or Sub-Recipient from grant-supported activities. Such earnings include, but will not be limited to, income from service fees, sale of commodities, usage or rental fees and royalties on patents and copyrights.

A) If an Applicant or Sub-Recipient receives interest earned of $250 or more in a fiscal year on advances of grant funds, see Chapter II-7-3 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**.

B) Unless otherwise provided or specified, the Applicant or Sub-Recipient shall have no obligation to Union County Workforce Development Board with respect to royalties received as a result of copyrights or patents produced under the grant.

C) All other program income earned during the grant period shall be retained by the Applicant or Sub-Recipient and used in accordance with Chapter II-7 of the **One-Stop Comprehensive Financial Management Technical Assistance Guide**.

8) PRICE WARRANTY

The Applicant or Sub-Recipient warrants that the prices agreed upon are not less favorable than those currently extended to any other customer for the same or similar articles in similar quantities. The Applicant or Sub-Recipient extends the same terms and conditions as extended to its most favored customers and final price includes all common reductions for discounts, rebates or other incentives. All

goods procured under this agreement shall be name brand, first quality, new parts, unless otherwise specified.

9) PAYMENT METHOD

A) Payments to the Applicant or Sub-Recipient or on behalf of the Applicant or Sub-Recipient shall be issued only after the agreement has been signed and agreed to by both parties. The Applicant or Sub-Recipient will provide sufficient documentation that action has been taken to carry out the terms and conditions of the agreement. Upon receipt of the requisite financial and narrative reports and other forms or reports required by the grantor and upon appropriate certification by the chief financial officer of Union County Workforce Development Board or his/her designee, the grantor will pay the Applicant or Sub-Recipient the contracted amount.

B) A Payment Voucher form will be submitted in a form satisfactory to Union County Workforce Development Board , with supporting documentation that the contracted services are operational and will continue to be for the period specified in the agreement. At its discretion, Union County Workforce Development Board may request additional reports.

10) REPORTING REQUIREMENTS

The Applicant or Sub-Recipient agrees to provide all reports specified in this agreement within the established timeframe and to the satisfaction of Union County Workforce Development Board . All records must be current and reflective of actual events to ensure that reports may be timely and provide an actual depiction of ongoing activities. Applicant or Sub-Recipient are responsible for ensuring that reports are based upon current data.

11) STATE MONITORING, EVALUATION AND AUDIT

The following sections A to E pertain to all governmental, non-profit organizations and for-profit organizations:

A) The Applicant or Sub-Recipient agrees to cooperate with any monitoring, evaluation and/or audit conducted by Union County Workforce Development Board or their designees and authorized agents.

B) The Applicant or Sub-Recipient will maintain its records and accounts in such a way as to facilitate the preparation of financial statements in accordance with generally accepted accounting principles and the audits thereof and ensure that Applicant or Sub-Recipient also maintain records which are auditable. The Applicant or Sub-Recipient is responsible for any disallowed costs resulting from any audit exceptions incurred by its own organization or that of its Applicant or Sub-Recipient.

C) Union County Workforce Development Board reserves the right to build upon the audit received. Interim audits may be conducted at the discretion of Union County Workforce Development Board .

D) The Applicant or Sub-Recipient agrees to provide full access to their books and records and to submit to any audit or review of financial and compliance requirements of Union County Workforce Development Board .

E) The Applicant or Sub-Recipient agrees to include in the engagement letter or agreement with any independent audit firm language that Union County Workforce Development Board is granted access to any and all workpapers that support or address any and all findings that are in regards to Union County Workforce Development Board funds.

The following sections F to L pertain to all governmental and non-profit organizations:

F) All Applicant or Sub-Recipient that expend $750,000 or more in federal financial assistance or state financial assistance within their fiscal year must have annual single audits or program-specific audits performed in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy.

G) All Applicant or Sub-Recipient that expend less than $750,000 in federal or state financial assistance within their fiscal year, but expend $100,000 or more in state and/or federal financial assistance within their fiscal year, must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and state policy.

H) Program-specific audits in accordance with Subpart F – Audit Requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards can be elected when an Applicant or Sub-Recipient expends federal or state awards under only one federal or state program and the federal or state program's statutes, regulations, or terms and conditions of the grant award do not require a financial statement audit of the recipient.

I) All Applicant or Sub-Recipient that expend less than $100,000 in federal or state financial assistance within their fiscal year, but expend $50,000 or more in federal or state financial assistance within their fiscal year must have a special report applying agreed upon procedures including, but not limited to, reviewing and testing the cost and expenses incurred for which reimbursement was requested to determine their propriety under the contract and review of the training records which substantiate training was completed in accordance with the contracts. The procedures to be followed will be provided by the department's Office of Internal Audit.

J) Although Subpart F – Audit Requirements allows specific provisions for biennial audits; state policy continues to require all audits to be performed on an annual basis.

K) In addition to federal-required reports and opinions, Applicant or Sub-Recipient single audits must contain similar reports and opinions for state funds.

L) Applicant or Sub-Recipient single audit reports must include a supplementary schedule of the entity's state grant and state financial assistance programs. This schedule must show for each program:

- State Grantor Organization;
- Program Title/Name;
- State Grant Award Number or Account Number;
- Grant Award Period;
- Fiscal Year Grant Expenditures;
- Total Grant Expenditures to Date.

The following section M pertains to for-profit organizations:

M) All Applicant or Sub-Recipient that expend $50,000 or more in federal or state financial assistance within their fiscal year must have either:

- A grant specific audit in accordance with Government Auditing standards (Yellow Book), or;
- A financial audit report conducted under generally accepted auditing standards which includes a separate report on compliance with contractual provisions, or;
- A special report applying agreed upon procedures including, but not limited to, reviewing and testing the cost and expenses incurred for which reimbursement was requested to determine their propriety under the contract and review of the training records which

substantiate training was completed in accordance with the contracts. The procedures to be followed will be provided by the Department's Office of Internal Audit.

12) COMPLAINTS, GRIEVANCES AND APPEALS

All Applicant or Sub-Recipient must promulgate a written policy regarding complaints, grievances and appeals. The process must be written in a manner that is clear and understandable. The information must be provided to all customers, communicated in a manner in which they may understand, be consistent with, at a minimum all federal and state requirements, offer the opportunity for appeal and establish reasonable timeframes for response. All Applicant or Sub-Recipient must also establish for all complaints regarding potential, claimed or actual violations of the Equal Employment Opportunity regulations. These too must minimally satisfy federal and state requirements. As appropriate, documentation regarding these efforts must also designate the appropriate person designated to consider these matters.

13) RECORDS

The Applicant or Sub-Recipient agrees to collect, maintain and, upon request, report equal opportunity information, including sex, age, disability, ethnicity, and race, for all individuals who apply for benefits or services financially assisted by the program. Such records must include, but are not limited to, records on applicants, registrants, eligible applicants and registrants, participants, ex-participants, employees and applicants for employment. The Applicant or Sub-Recipient agrees to record the race, ethnicity, sex, age and where known, disability status of every applicant, registrant, eligible applicant and registrant, participant, ex-participant, applicant for employment and employee. The Applicant or Sub-Recipient further agrees to comply with the requirements of 2 C.F.R 200.79 and 2 C.F.R 200.82 which governs the use of personally identifiable information (PII). Such information must be stored in a manner that ensures confidentiality and must be used only for the purposes of recordkeeping and reporting; determining eligibility, where appropriate; determining the extent to which the Applicant or Sub-Recipient is operating the program or activity in a nondiscriminatory manner; or other use authorized by law. Where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget must be used.

Retention – The Applicant or Sub-Recipient agrees to maintain all records pertinent to all grants, contracts and agreements, including financial, statistical, property and participant records and supporting documentation for a period of seven years from the date of the final expenditure or final program report, whichever is the latest. The aforementioned records will be retained beyond the seven years if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records will be retained until the litigation, audit or claim has been finally resolved. The Applicant or Sub-Recipient agrees to ensure that Applicant or Sub-Recipient retain records in accordance with these requirements. In the event of the termination of the relationship between Applicant or Sub-Recipient and Applicant or Sub-Recipient, the Applicant or Sub-Recipient shall be responsible for the maintenance and retention of the records of any Applicant or Sub-Recipient unable to retain them.

Access – Union County Workforce Development Board may investigate any matter it deems necessary to determine compliance with state policy and/or procedures. The investigations authorized by this provision may include examining records (including making certified copies thereof), questioning employees and entering any premises or onto any site in which any part of a program of the Applicant or Sub-Recipient is conducted or in which any of the records of the Applicant or Sub-Recipient are kept.

Additionally, all parties must comply with laws, regulations and policies regarding New Jersey Public Records Law.

The Applicant or Sub-Recipient understands that all records must be current and reflective of actual and timely information. Purposeful provision of inaccurate, untimely or manipulated data may be cause for further action.

14) PROCUREMENT STANDARDS

Procurement of supplies, equipment and other services with funds provided by this agreement shall be accomplished in a manner generally consistent with federal and state requirements.

Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the Applicant or Sub-Recipient of the contractual responsibilities arising under its procurements. The Applicant or Sub-Recipient is the responsible authority, without recourse to Union County Workforce Development Board , regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.

15) PROPERTY

The Applicant or Sub-Recipient is responsible and accountable for all equipment and property purchased with funds under this agreement, including purchases made by any Applicant or Sub-Recipient receiving payments on behalf of the Applicant or Sub-Recipient. A current inventory of such property and equipment, with a value of $1,000 or more, shall be maintained by the Applicant or Sub-Recipient. Procedures for property records are outlined in the state of New Jersey Treasury Circular 11-19, http://www.state.nj.us/infobank/circular/cir1119b.pdf, and the Applicant or Sub-Recipient shall follow those procedures. The Applicant or Sub-Recipient agrees to provide the same security and safekeeping measures for property paid for under this agreement as the Applicant or Sub-Recipient provides for the same or similar property owned by the Applicant or Sub-Recipient. The Applicant or Sub-Recipient agrees to impose similar conditions upon any Applicant or Sub-Recipient engaged to provide services under this agreement.

All documents, patents, copyrights, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, reports, plans and other materials prepared by the Applicant or Sub-Recipient in connection with the project are the property of Union County Workforce Development Board . Such material will be delivered to Union County Workforce Development Board upon request.

If the project is funded under WDP, all documents, patents, copyrights, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, reports, plans and other materials prepared by the Applicant or Sub-Recipient in connection with the grant are the property of said Applicant or Sub-Recipient. However, Union County Workforce Development Board retains the authority to review such material for the limited purpose of determining the extent and quality of performance under the grant. Such materials shall be reviewed by Union County Workforce Development Board upon notice given to the Applicant or Sub-Recipient and shall promptly be made available to Union County Workforce Development Board for inspection. Union County Workforce Development Board agrees to take all reasonable steps necessary to safeguard the Applicant or Sub-Recipient's proprietary interest in these materials.

In addition, if the aforementioned items are developed pursuant to a grant or contract funded in whole or in part by federal funds, the federal agency which provided the funds reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant, and ii) and rights of copyright to which the Applicant or Sub-Recipient, Applicant or Sub-Recipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. If applicable, the following needs to be on all products

developed in whole or in part with grant funds in accordance with the WORKFORCE INNOVATION AND OPPORTUNITY ACT Annual Financial Agreement:

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. This product was created by the Applicant or Sub-Recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner.

16) TRAVEL AND CONFERENCES

Conferences or seminars conducted by the Applicant or Sub-Recipient shall be held at the Applicant or Sub-Recipient's facilities or at public facilities whenever possible. The rate of reimbursement for mileage allowed for employees of the Applicant or Sub-Recipient or Applicant or Sub-Recipient(s) traveling by personal automobile on official business shall be the rate set by the Applicant or Sub-Recipient's policies that are in effect at the time of travel and may not exceed the Internal Revenue Service's standard mileage rate in effect at the time of the travel. If the Applicant or Sub-Recipient has an executed collective bargaining agreement, the mileage rate shall not exceed the current Internal Revenue Service's standard mileage rate. The current standard mileage rate can be found at the following website: http://www.irs.gov/Tax- Professionals/Standard-Mileage-Rates.

Reimbursements for meals, lodging and travel shall be in accordance with the Applicant or Sub-Recipient or Applicant or Sub-Recipient(s) written travel reimbursement policies not to exceed Federal per diem rates in effect at the time of the travel. The current per diem rates can be found at the following website: http://www.gsa.gov/portal/category/100120.

17) SUBCONTRACTING

The Applicant or Sub-Recipient will perform all terms and conditions of this agreement unless a provision allowing the subcontracting of work is contained in the agreement. All terms and conditions applicable to the Applicant or Sub-Recipient would apply to any subcontractors or third parties hired by the Applicant or Sub-Recipient. It is the responsibility of the Applicant or Sub-Recipient to have appropriate agreements in place, in a timely manner, for all subcontracts/agreements. All such agreements should be consistent with the requirements of this document.

18) MODIFICATIONS

Modification to the agreement will be made in accordance with procedures prescribed by Union County Workforce Development Board effective at the time of submission of the modification.

A) The Applicant or Sub-Recipient agrees to submit a written modification for approval prior to changing any budget line item contained in this agreement.

B) Union County Workforce Development Board and Applicant or Sub-Recipient agree to make any changes to this agreement only through a written modification.

C) All modifications to this agreement will be appended to and become part of this agreement.

19) DISPUTES

The Applicant or Sub-Recipient agrees to attempt to resolve disputes arising from this agreement by administrative process and negotiations in lieu of litigation. The Applicant or Sub-Recipient assures performance of this agreement while any dispute is pending.

Any dispute which is not settled by informal means shall be decided by Union County Workforce Development Board , who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Applicant or Sub-Recipient. The Applicant or Sub-Recipient shall be afforded an opportunity to be heard and to offer evidence in support of its position. Pending final decision of a dispute hereunder, the Applicant or Sub-Recipient shall proceed diligently with the performance under the agreement.

The dispute resolution mechanism described in this section is not exclusive. Union County Workforce Development Board and Applicant or Sub-Recipient preserve all rights in law and equity to pursue any claims that may arise.

This agreement shall be governed by and construed and enforced in accordance with the laws of the state of New Jersey.

20) SEVERABILITY

If any one or more provisions of the agreement are finally adjudicated to be unlawful or unenforceable by a court of competent jurisdiction, then this agreement shall be construed as if such unlawful provisions had not been contained herein.

21) TERMINATION

A) Termination for Convenience – Union County Workforce Development Board or Applicant or Sub-Recipient may request a termination for any reason. Union County Workforce Development Board or Applicant or Sub-Recipient shall give 90 days' advance notice, in writing, to the other parties to this agreement of the effective date of such termination. The Applicant or Sub-Recipient shall be entitled to receive just and equitable compensation for any services satisfactorily performed hereunder through the date of termination.

B) Termination for Cause – Union County Workforce Development Board may terminate this agreement when it has determined that the Applicant or Sub-Recipient has failed to provide the services specified, or has failed to comply with any of the provisions contained in this agreement or approved application, or otherwise breached the terms of this agreement. If the Applicant or Sub-Recipient fails to perform in whole or in part under this agreement, or fails to make sufficient progress so as to endanger performance, or otherwise breaches the terms of this agreement, Union County Workforce Development Board will notify the other parties to this agreement of such unsatisfactory performance or breach in writing. The Applicant or Sub-Recipient has 10 working days in which to respond with a plan agreeable to Union County Workforce Development Board for correction of the deficiencies. If the Applicant or Sub-Recipient does not respond within the appointed time with corrective plans satisfactory to Union County Workforce Development Board , Union County Workforce Development Board will serve a termination notice on the Applicant or Sub-Recipient which will become effective within 10 days after receipt. In the event of such termination, Union County Workforce Development Board shall only be liable for payment for services rendered prior to the effective date of the termination, provided such services are performed in accordance with the provisions of this agreement.

C) Termination or Reduction of Funds

1) The Applicant or Sub-Recipient agrees that major changes to this agreement, both in terms of program content and funding levels, may be required prior to its implementation or during the

term of its operations due to new or revised legislation or regulations. The Applicant or Sub-Recipient agrees that any such changes deemed necessary by the commissioner of Union County Workforce Development Board shall be immediately incorporated into this agreement.

2) Unearned payments under this agreement may be suspended or terminated upon refusal to accept or satisfy any additional conditions that may be imposed by Union County Workforce Development Board at any time.

22) CONTRACT CLOSEOUT

A) The following definitions shall apply for the purpose of this section:

1) Contract Closeout – The closeout of an agreement is the process by which Union County Workforce Development Board determines that all applicable administrative actions and all required work of the agreement have been completed by the Applicant or Sub-Recipient.

2) Date of Completion – The date by which all activities under the agreement are completed, or the expiration date in the grant award document, or any supplement or amendment thereto.

B) The Applicant or Sub-Recipient shall submit a closeout package per the terms of the agreement, unless otherwise extended by Union County Workforce Development Board , after completion of the agreement period or termination of the agreement. Closeout forms will be supplied by Union County Workforce Development Board .

C) The Applicant or Sub-Recipient will, together with the submission of the closeout package, refund to Union County Workforce Development Board any unexpended funds or unobligated (unencumbered) cash advances except such sums as have been otherwise authorized, in writing, by Union County Workforce Development Board to be retained.

D) Within the limits of the agreement amount, Union County Workforce Development Board may make a settlement for any upward or downward adjustments of costs after the final reports are received.

E) The Applicant or Sub-Recipient is responsible for those costs found to be disallowed, including those of any Applicant or Sub-Recipient paid from funds under this agreement, and Union County Workforce Development Board retains the right to recover any appropriated amount after fully considering the recommendations on disallowed costs resulting from the final audit, even if a final audit has not been performed prior to the closeout of the agreement.

F) The Applicant or Sub-Recipient shall account for any property received from Union County Workforce Development Board or acquired with funds under this grant, including any property received or acquired by an Applicant or Sub-Recipient under this grant.

G) The Applicant or Sub-Recipient shall forward closeout package to the grantor within 60 days of the closeout.

23) PERFORMANCE

The Applicant or Sub-Recipient assures performance will be in accordance with, and within the period of, this agreement and will immediately report any conditions that may adversely affect performance to Union County Workforce Development Board as soon as they become known. Applicant or Sub-Recipient agrees to meet negotiated program performance levels as a condition of future funding and to any program requirements stated in the Notices of Obligation that granted operational authority for the funds contained in this contract. Any fraud or suspected fraud involving granted funds must be reported to the grantor with 48 hours of its discovery. The Applicant or Sub-Recipient shall establish and document a process to ensure that the results of programs and services provided with funds provided by this agreement and overseen and reviewed to ensure that these resources are maximized for

effectiveness and results in addition to any specific program requirements as established by law, regulation or policy. The Applicant or Sub-Recipient shall ensure that such process includes a determination of effectiveness and that such findings, minimally on an annual basis, are committed to writing and shared with Union County Workforce Development Board . The Applicant or Sub-Recipient acknowledges that Union County Workforce Development Board has the right and responsibility to take action and potentially sanction any area that fails to attain satisfactory performance consistent with the rules overseeing any of the funds under this agreement.

24) CONFLICTS OF INTEREST

The Applicant or Sub-Recipient shall avoid organizational conflicts of interest or the appearance of conflicts of interest in the conduct of procurement activities. Any gratuities in the form of entertainment, gifts or otherwise offered by the Applicant or Sub-Recipient, its agent or representative to any officer or employee of Union County Workforce Development Board with a view toward securing this contract or securing favorable treatment with respect to the awarding, amending or the making of any determination will render the contract voidable at the option of Union County Workforce Development Board , and may justify further action under applicable state laws. The Applicant or Sub-Recipient agrees that it shall ensure that all steps are taken to avoid actual or potential conflicts of interest in their efforts under this agreement. The Applicant or Sub-Recipient must guarantee and monitor its system to ensure that all staff, officers, board or staff members touched by resources under this agreement are not in conflict. The Applicant or Sub-Recipient shall develop/maintain a written code of conduct which provides specific requirements and processes to ensure that that anyone, including staff and board members, shall not be in conflict and indicate the steps the Applicant or Sub-Recipient will take to avoid the potential of conflict.

25) OPEN GOVERNMENT PRACTICES

The Applicant or Sub-Recipient shall ensure that any activity funded in whole or part of this agreement meets the highest of ethical standards and shall not violate applicable federal, state or local rules regarding any of the following subjects:

- Patronage
- Political Activities
- Hatch Act
- Sectarian Activities
- Maintenance of Effort/Supplanting
- Open Public Meeting

Written policies regarding the Applicant or Sub-Recipient shall be documented, maintained and available for review. The Applicant or Sub-Recipient should also require that Applicant or Sub-Recipient establish, document and maintain such policies as appropriate.

26) BONDING AND INSURANCE

The Applicant or Sub-Recipient shall ensure that every officer, director or employee who is authorized to act on behalf of the Applicant or Sub-Recipient for the purpose of receiving funds into program accounts or issuing financial documents, checks or other instruments of payment is bonded to provide protection against loss.

27) AVAILABILITY OF FUNDS

The Applicant or Sub-Recipient shall recognize and agree that both the initial provision of funding and the continuation of such funding under the agreement is expressly dependent upon the availability to

Union County Workforce Development Board of funds appropriated by the state Legislature from state and/or federal revenue or such other funding sources as may be applicable. A failure of Union County Workforce Development Board to make any payment under this agreement or to observe and perform any condition on its part to be performed under the agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the agreement by Union County Workforce Development Board or an event of default under the agreement and Union County Workforce Development Board shall not be held liable for any breach of the agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from Union County Workforce Development Board beyond the duration of the award period set forth in the agreement and in no event shall the agreement be construed as a commitment by Union County Workforce Development Board to expend funds beyond the termination date set in the agreement.

28) LIABILITY

This agreement is subject to all of the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. and the availability of appropriations.

The County of Union, and the Union County Workforce Development Board, does not carry any public liability insurance, but the liability of the state of tort claims against its employees is covered under the terms and provisions of the New Jersey Tort Claims Act. The act also creates a special self-insurance fund and provides for payment of claims against the state of New Jersey or against its employees for tort claims arising out of the performance of their duties for which the state is obligated to indemnify.

The Applicant or Sub-Recipient shall be solely responsible for and shall keep, save and hold the County of Union, and the Union County Workforce Development Board, harmless from all claims, loss, liability, expense or damage resulting from all mental or physical injuries or disabilities, including death to its employees or recipients of the Applicant or Sub-Recipient's services or to any other persons or from any damage to any property sustained in connection with the delivery of the Applicant or Sub-Recipient's services that results from any acts or omissions, including negligence or malpractice of any of its officers, directors, employees, agents, servants or independent contractors or from the Applicant or Sub-Recipient's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault or default of the Applicant or Sub-Recipient. The Applicant or Sub-Recipient's responsibility shall also include all legal fees and costs that may arise from these actions. The Applicant or Sub-Recipient's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above general provisions.

Kathleen Acata Associate Executive Director

PRINT NAME & TITLE **SIGNATURE**

x 06/09/20

DATE

Carolyn E. Scott

ATTEST:

CAROLYN E. SCOTT
Notary Public, State of New Jersey
My Commission Expires
December 02, 2024

CORPORATE SEAL / NOTARY PUBLIC

REQUEST FOR PROPOSAL: ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal on behalf of the "Proposer."
2. The submitted proposal shall remain valid for a period of at least 120 calendar days.
3. Proposer is not currently on any Federal, State of New Jersey, or local Debarment List.
4. Proposer will provide records to show financial solvency, if needed.
5. Proposer has/will have all of the financial control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.
6. Proposer has additional funding sources and will not be dependent on WIOA funds alone to carry out the proposed program(s).
7. Proposer will meet all applicable federal, state, and local compliance requirements. These include, but are not limited to:
   - Meeting Union County Workforce Development Board Insurance requirements
   - Ensuring that records accurately reflect actual performance
   - Maintaining record confidentiality, as required
   - Reporting financial, participant, and performance data, as required
   - Complying with Federal and State non-discrimination provisions
   - Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*
   - Meeting all applicable labor law, including Child Labor Law standards
   - Meeting all child support enforcement certification requirements
   - Meeting all lobbying certification and disclosure of lobbying activities requirements
8. Proposer will not:
   - Place a youth in a position that will displace a current employee.
   - Use WIOA money to assist, promote, or deter union organizing.
   - Use funds to employ or train of persons in sectarian activities.
   - Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
   - Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.

I hereby assure that all of the above are true.

Signature & Print Name	Title	Date
Evelwin Acosta	Associate Executive	06/09/21

ORGANIZATIONAL REFERENCES

Provide a minimum of 3 references. Use additional pages as needed.

Organization One: The Arc of New Jersey

[ ] Public Agency/Government [ ] Faith-Based Organization [ ] Private-for-Profit Corporation

[ ] Educational Institution [X] Non-Profit Corporation [ ] Other

Contact Person & Title: Thomas Baffuto, Executive Director

Address: 985 Livingston Avenue City: No. Brunswick State: NJ Zip: 08902

Email: tbaffuto@arcnj.org Phone: 732-246-2525

Description of Work Completed:
The Arc of New Jersey services individuals with disabilities - DDD/DVR.

Organization One: United Way of Greater Union County

[ ] Public Agency/Government [ ] Faith-Based Organization [ ] Private-for-Profit Corporation

[ ] Educational Institution [X] Non-Profit Corporation [ ] Other

Contact Person & Title: James W. Horne Jr. President and CEO

Address: 33 W. Grand St City: Elizabeth State: NJ Zip: 07202

Email: james.horne@uwguc.org Phone: 908-353-7171

Description of Work Completed:
The United Way of Greater Union County services the community by providing multiple trainings, and opportunities to individuals and organizations.

Organization One: County of Union, Dept. of Human Services, Division of Planning

[X] Public Agency/Government [ ] Faith-Based Organization [ ] Private-for-Profit Corporation

[ ] Educational Institution [ ] Non-Profit Corporation [ ] Other

Contact Person & Title: Melissa Lespinasse, Division Director

Address: Elizabethtown Plaza City: Elizabeth State: NJ Zip: 07207

Email: mlespinasse@ucnj.org Phone: 908-527-4883

Description of Work Completed:
The Department of Human Services assists individuals with the goal of helping them achieve self sufficiency.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The Arc of Union County — Grantor/Contractor Organization

Associate Executive Director — Program/Title

x Edwin Asuta — Name of Certifying Official

x [signature] — Signature

x 06/09/20 — Date

INSTRUCTION FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of charged circumstances.

4. The terms "covered transaction," "debarred," "suspended," "intelligible," "lower tier covered transactions," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions" without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

8. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:
(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants and contracts under grants, loans, and cooperative agreements) and that all* sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Arc of Union County — Grantor/Contractor Organization

Associate Executive Direct — Program/Title

x Edwin Asota — Name of Certifying Official

Signature

06/09/20 — Date

AFFIRMATIVE ACTION REQUIREMENT

REQUIRED AFFIRMATIVE ACTION EVIDENCE

General Requirements of P.L. 1975, c. 127: You are hereby put on notice that:

A. Procurement, Professional & Service Contracts

All successful vendors must submit within seven days of the notice of intent to award or the signing of the contract one of the following: PLEASE CHECK ONE

☐ **A photocopy of your Federal Letter of Affirmative Action Plan Approval**

OR

☐ **A photocopy of your Certificate of Employee Information Report**

OR

☐ **A completed Affirmative Action Employee Information Report (AA302)**

If successful vendor does not submit the affirmative action document within the seven days the Union County Workforce Development Board will declare the vendor as being non-responsive and award the contract to the next lowest Proposer.

The Arc of Union County
NAME OF FIRM

x
SIGNATURE
(Original signature only, stamped signature not accepted)

x Edwin Acuña, Associate Executive Director
NAME & TITLE

x 06/09/20
DATE

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 *et seq.* (P.L. 1975, c. 127), N.J.A.C. 17:27 GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 *et seq.*, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

AFFIDAVIT OF NO CONFLICT OF INTEREST

State of New Jersey :

County of : SS:

:

I, Edwin Acuta, the undersigned and Associate Executive D
(Name) (Name of Office)

of the company/firm/agency named in the within proposal, do hereby swear to the following:

I have full authority to make the representations set forth in this Affidavit; and

I am unaware of any conflict of interest that could disqualify myself or my company/firm/agency should said company/firm/agency be selected among the list of approved vendors for the services and work by the Union County Workforce Development Board, and shall immediately notify said Board should one arise during the term of my contract.

SUBSCRIBED AND SWORN TO

BEFORE ME THIS 9th DAY

OF June 2020.

CAROLYN E. SCOTT
Notary Public, State of New Jersey
My Commission Expires
December 02, 2024

CAROLYN E. SCOTT
PRINT NAME

NOTARY PUBLIC OF State of NJ

SIGNATURE

MY COMMISSION EXPIRES:

December 2, 2020.

ATTACHMENT C: REQUIRED DOCUMENTS & CERTIFICATIONS

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

PAGE 1 OF 2

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Union ss:

I, Edwin Acuta (name of affiant) residing in North Plainfield (name of municipality)

in the County of Somerset and State of NJ of full age, being duly sworn

according to law on my oath depose and say that:

I am Edwin Acuta of the firm of
Associate Executive Director (title or position) (name of firm)

The Arc of Union County the Proposer making this Proposal

entitled WorkFirst NJ Program (title of proposal), and that I executed the said proposal with full authority to do so that said Proposer has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the UNION COUNTY WORKFORCE DEVELOPMENT BOARD relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by The Arc of Union County.

Subscribed and sworn to

before me this 9 day of June

20 20

Signature (Original signature only) _____

(Type or print name of affiant under signature)

CAROLYN E. SCOTT

CAROLYN E. SCOTT
Notary Public, State of New Jersey
My Commission Expires
December 02, 2024

Notary public of the State of NJ

My Commission expires December 2, 2020

(Seal)

NOTE TO NOTARY: WHEN COMPLETING THIS JURAT, ALL NOTARIES MUST: 1. Indicate date. 2. Indicate State. 3. Sign name. 4. Affix name by Printing it, typing it, using a rubber stamp, using an impression seal or using a mechanical stamp.
Note to Proposer: The person who signed the Proposal form for the Proposer should sign this form also.
WARNING: IF YOU FAIL TO FULLY, ACCURATELY AND COMPLETELY FILL OUT THIS AFFIDAVIT OF NON-COLLUSION, YOUR PROPOSAL WILL BE REJECTED.

AMERICANS WITH DISABILITIES ACT
EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

The contractor and the **UNION COUNTY WORKFORCE DEVELOPMENT BOARD** (hereafter "Owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12.101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, any pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure, the contractor agrees to abide by any decision of the Owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Name Edwin Acuña **(Please print or type)**

Signature _____ **Date** 06/09/20

COUNTY OF UNION NEW JERSEY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

Solicitation Number: 22-1686764 Vendor/Bidder: The Arc of Union County

PART 1
CERTIFICATION
VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the State of New Jersey, Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Department's website at http://www.state.nj.us/treasury/pdf/Chapter25List.pdf. Vendors/Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive.** If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☑ A. I certify, pursuant to Public Law 2012, c.25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

OR

☐ B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2
PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN
If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in investment activities in Iran by completing the information below.

ENTITY NAME:
RELATIONSHIP TO VENDOR/BIDDER:
DESCRIPTION OF ACTIVITIES:
DURATION OF ENGAGEMENT:
ANTICIPATED CESSATION DATE:
VENDOR/BIDDER CONTACT NAME:
VENDOR/BIDDER CONTACT PHONE#:
Attach Additional Sheets If Necessary

CERTIFICATION
I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the County of Union, New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the County of Union to notify the County of Union in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the County of Union, permitting the County of Union to declare any contract(s) resulting from this certification void and unenforceable.

[signature] 6/9/20
Signature Date

Edwin Agata, Associate Executive Director
Print Name and Title

Revised 10/19/17

ATTACHMENT C: REQUIRED DOCUMENTS & CERTIFICATIONS

CONFIDENTIALITY OF MATERIALS / DISCLOSURE OF INFORMATION

Pursuant to the Open Publics Record Act, N.J.S.A. 47:1A-1.1 et seq. (OPRA), all information and documentation received in response to this RFP will become the property of the Union County Workforce Development Board. As such, Respondent's contract documents will be considered public information and will be available for review by individuals or agencies who request same from the Union County Workforce Development Board unless you affirmatively allege an exception to OPRA applies.

If the Respondent chooses to include material of a proprietary nature in the Proposal, the Union County Workforce Development Board will attempt to keep such material confidential to the extent permitted by OPRA and any other Applicable Law. The Respondent must specifically identify each page of its Proposal that contains such information by properly marking the applicable pages. Preferably, any sections which contain material of a proprietary nature shall be severable or removable from the Proposal to assist the Union County Workforce Development Board in protecting this information. The Respondent shall include the following notice in the introduction of the relevant section:

> *"The data on pages _____ identified by _____ (symbol) and labeled "Proprietary Information," contain information that is a trade secret and/or which, if disclosed, would cause substantial injury to (Respondent's) competitive position. (Respondent) requests that such data be used only for the evaluation of the Proposal, and understands that disclosure will be limited only to the extent that the* Union County Workforce Development Board *determines it proper or necessary according to law. If an award is made under this RFP to (insert name of Respondent), as the Successful Respondent, the* Union County Workforce Development Board *will have the right to use or disclose the data as permitted or required by law."*

In the event that the Union County Workforce Development Board is requested to produce documents submitted by Proposers in response to this RFP, regardless of whether the Proposer has identified it, in accordance with this section, as proprietary in nature, the Union County Workforce Development Board will seek to prevent the unauthorized disclosure of same by applying the proprietary standard to marked or any other data. However, the Proposer agrees to indemnify the Union County Workforce Development Board in the event of litigation to defend same. Redaction, as a means of preventing disclosure of sensitive data may be available if your contract documents are requested pursuant to OPRA.

Further, the Union County Workforce Development Board assumes no liability for any loss, damage, or injury that may result from any disclosure or use of marked data or any disclosure of this or other information. Proposer shall be required, if asked to do so by the Union County Workforce Development Board, to justify their claim that specific information contained in its proposal is confidential.

Signature _____ **Date** x 6/9/20

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: The Arc of Union County

Organization Address: 70 Diamond Road, Springfield, NJ, 07081

Part I **Check the box that represents the type of business organization:**

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☑ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for individuals) or Business Address

Part III **DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV **Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***Union County Workforce Development Board*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***Union County Workforce Development Board*** to notify the ***Union County Workforce Development Board*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Union County Workforce Development Board*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	x Erlwin Acosta	Title:	x Associate Executive Dire
Signature:	x [signature]	Date:	x 06/09/20

Additional Attachments

CARF INTERNATIONAL

December 14, 2017

Frank X. Caragher, M.A.
The Arc of Union County - Vocational Training Center
60 Diamond Road
Springfield, NJ 07081

Dear Mr. Caragher:

It is my pleasure to inform you that The Arc of Union County - Vocational Training Center has been issued CARF accreditation based on its recent survey. The Three-Year Accreditation applies to the following program(s)/service(s):

Community Employment Services: Employment Supports
Community Employment Services: Job Development
Comprehensive Vocational Evaluation Services
Employee Development Services
Organizational Employment Services

This accreditation will extend through October 31, 2020. This achievement is an indication of your organization's dedication and commitment to improving the quality of the lives of the persons served. Services, personnel, and documentation clearly indicate an established pattern of conformance to standards.

The accreditation report is intended to support a continuation of the quality improvement of your organization's program(s)/service(s). It contains comments on your organization's strengths as well as any consultation and recommendations. A Quality Improvement Plan (QIP) demonstrating your organization's efforts to implement the survey recommendation(s) must be submitted within the next 90 days to retain accreditation. The QIP form is posted on Customer Connect (*customerconnect.carf.org*), CARF's secure, dedicated website for accredited organizations and organizations seeking accreditation. Please log on to Customer Connect and follow the guidelines contained in the QIP form.

Your organization should take pride in achieving this high level of accreditation. CARF will recognize this accomplishment in its listing of organizations with accreditation and encourages your organization to make its accreditation known throughout the community. Communication of the accreditation to your referral and funding sources, the media, and local and federal government officials can promote and distinguish your organization. Enclosed are some materials that will help you publicize this achievement.

Your organization's complimentary accreditation certificate will be sent separately. You may use the enclosed form to order additional certificates.

If you have any questions regarding your organization's accreditation or the QIP, you are encouraged to seek support from Kathy Lauerman by email at klauerman@carf.org or telephone at (888) 281-6531, extension 7168.

CARF International Headquarters
6401 E. Southpoint Road
Tucson, AZ 85756-9407, USA

www.carf.org

CARF encourages your organization to continue fully and productively using the CARF standards as part of its ongoing commitment to accreditation. CARF commends your organization's commitment and consistent efforts to improve the quality of its program(s)/service(s) and looks forward to working with your organization in its ongoing pursuit of excellence.

Sincerely,

Brian J. Boon, Ph.D.

Brian J. Boon, Ph.D.
President/CEO

Enclosures

carf INTERNATIONAL

A Three-Year Accreditation is issued to

The Arc of Union County - Vocational Training Center

for the following program(s)/service(s):

Community Employment Services: Employment Supports
Community Employment Services: Job Development
Comprehensive Vocational Evaluation Services
Employee Development Services
Organizational Employment Services

This accreditation is valid through
October 31, 2020

The accreditation seals in place below signify that the organization has met annual conformance requirements for quality standards that enhance the lives of persons served.

This accreditation certificate is granted by authority of:

Herb Zaretsky, Ph.D.
Chair
CARF International Board of Directors

Brian J. Boon, Ph.D.
President/CEO
CARF International

Low Literacy Course Outline

Course Description

The class covers a wide array from developing coping skills and communication skills to vocational readiness, education, stress management, anger management and even money management. The class structure provides comprehensive learning programs for adults and juveniles helping them develop skills for daily living. The curriculum is designed to address critical life and lifestyle issues. The overall objective is to help participants improve their general health and happiness as functioning members of society. Education/Life Skills are emphasized throughout the class.

Class Requirements

1. Promptly attend and actively participate in each class. Attend **all** classes except in cases of illness or emergency. Call instructor if you need to miss class at (Tel#).
2. Complete all class work and homework activities.
3. Share ideas in class and be respectful of yourself and others when doing so.
4. Ask questions or request clarification about topics, class activities and/or assignments.
5. Course Text (TBA)/Written Assignments

Course Duration-12 weeks/ 420 hours: 4 weeks Job Search (optional)

Certificate/Degree Offered – Certificate of Completion

Evaluation

Assessments will be conducted throughout the course. (As required)

Weekly Class Lessons/Topics

- **Pathways to Daily Living** — a comprehensive life skills lesson for adults and juveniles helping them develop skills for daily living. This topic is designed to address critical life and lifestyle issues. The overall objective is to help participants improve their general health and happiness as functioning members of society. Text (TBA) / Internet Resources (Lesson Covers two (2) weeks).

- **School and Education**-Emphasis is placed on the importance of going back to school. Also, the lesson will focus on the field of education in today's society (world). Reading and writing will be the topics emphasized. Text (TBA) / Internet Resources (Lesson Covers one (1) week).

- **Coping Skills** — behavioral change, relaxation training and other coping skills. Develops a comprehensive set of new behaviors and skills for class participants.

The goal is development of "self-efficacy." The lesson is designed to support the cognitive-behavioral and social learning models, guiding individuals in the "action" stage of personal change. Text (TBA) / Internet Resources (Lesson Covers one (1) week).

- **Managing Your Anger** —Addresses roots of anger, basic anger/violence management and communication skills. Emphasis on (positive) communicating with others. Internet Resources (Lesson Covers one (1) week).

- **Field Trip**- Community trip; the main goal of this filed trip to to introduce the participants to various employers-obtaining employment one (1) day. Also, participants will visit various learning institutions. The remaining part of the week will focus on reflections regarding the field trip. Participants will learn to express their experiences, views in writing/verbally. (Lesson Covers one (1) week).

- **Vocational Training Programs** — a tour of each training class will be provided for the class participants. The lesson is designed for community and correctional programs. The goal is to provide vocational training for clients who do not have extensive work histories, these workbooks and lessons guide the process of self-examination, confidence-building, preparation, job-seeking, interviewing, and keeping a job. Internet Resources (Lesson Covers one (1) week).

- **Stress Management Resources** — include comprehensive model treatment plans linked to specific workbooks, behaviorally-stated objectives, and specific workbook pages. Text (TBA) / Internet Resources (Lesson Covers one (1) week).

- **Returning Home** — community reintegration and reentry program designed for participants leaving residential/correctional programs. Focus on the workforce in today's society. Internet Resources (Lesson Covers one (1) week).

- **Managing Your Money** — Resources include worksheets and participant activities; typical part of a life skills program. Participants will learn how to write checks and the learning the differences between a checking & savings account. Text (TBA) / Internet Resources (Lesson Covers one (1) week).

- **Making Good Use of Your Leisure Time** — Resources include worksheets and participant activities. These activities remind participants of the positive possibilities in their lives-Emphasis on education and learning. Text (TBA) / Internet Resources (Lesson Covers one (1) week).

- **Final Week of Class**- The participants will be encouraged to share their experiences in the course: They will discuss topics of education, learning, change, etc. Self- Sufficiency will be the main topic of discussion. Text (TBA) / Internet Resources (Lesson Covers one (1) week).

- **4 Weeks of Job Search**-Goal-Job Placement

Advanced Intensive ABE Writing and Study Skills
COURSE SYLLABUS

PREREQUISITE(S): TABE Placement Test

Course Overview:

A. Description:

This course is a preparation for those who want to continue on career paths and/or college classes after completion of the GED tests. It focuses on the vocabulary, reading strategies, study skills and college success skills needed to be a successful student. There is information about career development and succeeding at work and school. This class is for adults who have not completed high school. It is a preparation for the GED Next Steps course in the spring semester for students who are interested.

B. Learning Tools:

This section of the class will use WorkNet, College Study skills material, learning style inventories and goal setting and stress management materials.

C. Objectives:

1. To teach time management methods, goal setting skills and stress management strategies.
2. To examine learning style and metacognitive strategies for study success.
3. To learn and implement a goal setting system that works for each individual as well as developing long and short term learning goals.
4. To develop critical thinking skills, reading strategies and math strategies that can be applied beyond the GED.
5. To integrate work and college domain vocabulary into everyday writing and speech.

Course Outline:

(Subject to change upon instructor decision)

Week 1: Understanding yourself and how you learn
Introduction to the World of Work

Week 2: Reading Listening and Note-Taking Skills
Studying and Taking Tests

Week 3: Creative and Analytical thinking
Handling Stress and Making Healthy Choices
Writing a Resume and "Wow"ing your Interviewer

Week 4: Planning for Next Semester/GED Content Preparation Review

Week 5: Math book: Internet resources/Life skills

Week 6:	Reading: practice reading a play, practice reading and interpreting a poem. (Testing from topics of weeks 1-5)
Week 7:	GED Continue lesson on poetry. Math: 4 operations with (Addition).
Week 8:	Math: review (Addition)-cover difficulties from homework problems.
Week 9:	Writing: editing a paragraph Math: working with Subtraction.
Week 10:	Goals- Life skills: Introduction to the Work Community/Developing Coping Skills
Week 11:	Review-Writing: Essay and Math: Introduction to converting decimals/fractions
Week 12:	Final Review Testing-Writing booklet: Math book: Internet Resources After this class –Job Coaching /Search starts the week after (4 weeks)
Week 16:	4 Weeks of Job Coaching/Searching

Textbook(s) and Required Tools or Supplies:
Folder, binder with three-hole notebook paper, pens/pencils, highlighter, notebook. All other materials will be provided.

Web Assisted:

http://www.vocabulary.com	Fun with expanding your vocabulary
http://www.criticalreading.com	Explains how to analyze content, language and structure
http://www.rhlschool.com	Free downloadable reading comprehension worksheets
http://www.ldresources.com	Wide range of topics of interest to persons with learning disabilities, and links to other providers.

Grading Plan:
Grading consists of P (pass) and N (not pass). If you attain your GED credential, you automatically attain a "P".
Students will be dropped after 3within a month consecutive missed classes with no explanation.

Course Component Specifics:

- To be successful in this class, it is expected that all students will attend each class session, attend for the entire session and **notify the instructor** when you will not be there in advance. If you are not physically present, I will not count attendance for you that day.
- Phone and email are both acceptable means of communication.
- It is the expectation of this course that homework will be given and completed. This makes it even **more important** for you to attend **every** class session.
- **Students with Disability Statement:**

If you have a disability and need extra help, please see the instructor after class or contact Office for Students with Disabilities in L112 at the Grayslake campus. To schedule an appointment, please call: voice (847) 543-2474; TTY 223-0134

Academic Standards:

- A short summary: Don't cheat, don't lie, don't copy, and don't put yourself in any position that will compromise your academic process/progress. The Instructor will be happy to chat with you if you are caught in any of the listed offenses or others you happen to create that we didn't think of.

Classroom Rules of Conduct:

- No eating/drinking in class
- Bring all materials/books as needed
- ***NO CELL PHONES, TEXTING, PAGERS – PLEASE TURN THEM OFF OR TO SILENT***
- Be on time, 6 hours a week goes quickly.
- Return from break on time.

Please **do not** do the following:

- Listen to MP3 players, CD players, or other electronic devices
- Do homework for other classes
- Chat/visit/whisper with classmates during lectures or whole class activities
- Come to class late
- Any type of rude, disruptive, or disrespectful behavior

Miscellaneous:

Suggestions for success:

- Take things a one step at a time.
- Call/contact me if you have questions or things come up.
- ***Don't*** stop coming to class if you are frustrated, talk to me! That is why I have office hours before and after class (See first page).

Student personal data; privacy policies:

- Any personal information that is collected will be kept strictly confidential. The Adheres to FERPA laws.

Computer Literacy/Technology Training Course Curriculum

Purpose

The purpose of this training is to help participants in becoming familiar with basic computer skills, including hardware, software, and Microsoft Office applications. This track contains six modules with supporting activities. Most modules have been designed to be delivered face to face with accompanying handouts and experience hands on work.

Course Overview

The course is intended to serve as a reasonably thorough introduction to each topic, as entire courses at entry level of high schools and colleges often focus on only one of the subjects presented herein. The modules will allow individuals to become familiar with each topic presented. Digital instructional books/ paper manuals on each topic, and websites such as www.microsoft.com to obtain more thorough information are provided. Individuals will explore the available online resources for learning "tips and tricks" and the various uses of software that are also used to help them understand each module.

Course Text-TBA
Course Materials- Computers, I-pads
Course Duration- 12 weeks/ 420 hours (4 week Job Search-optional)

Certificate/Degree Offered – Certificate of Completion

Evaluation

Assessments will be conducted throughout the course. (As required)

Topic Goals

Module 1 – Hardware Concepts in this module, individuals will explore hardware features in computers, examine basic computer skills and explain their function, and learn to set up a computer.

Module 2 – Software Concepts this module will help individuals understand the fundamentals of operating systems such as Windows.

Module 3 – Introduction to the Internet and E-mail individuals will understand basic terminology and uses of the internet and email. Individuals will also learn techniques to aid in searching for employment on the internet. Individuals will also learn safety and procedures while using both the internet and email.

Module 4 – Introduction to Microsoft Word. By the end of this module, individuals will plan, create, and modify several documents using word processing features learned in this unit.

Module 5 – Introduction to Microsoft PowerPoint. This module will help individuals will plan, create, and modify several presentation using PowerPoint features learned in this unit.

Module 6 – Introduction to Microsoft Excel. In this module, individuals will create and manipulate worksheets and workbooks, enter formulas and functions into a worksheet, format cells within worksheets, and apply page setup features to enhance a worksheet.

Objectives

Module 1 – Hardware Concepts
BCS 1.1: Describe the major hardware components of a computer.
BCS 1.2: Compare and contrast computer features.
BCS 1.3: Distinguish between desktop and laptop computers.
BCS 1.4: Demonstrate knowledge of function and placement of keys on keyboard.
BCS 1.5: Identify storage media: USB/Flash drives (external) and hard drive (external and internal)

Module 2 – Software Concepts – Windows (File Management)
BCS 2.1: Identify the fundamental principles of operating systems.
BCS 2.2: Understand the basic functions of Windows operating system.
BCS 2.3: Identify the operating system used by a computer.
BCS 2.4: Demonstrate knowledge of Windows file organizational system and use it to locate files/documents (desktop, My Document, My Computer)
BCS 2.5: Identify basic office software programs (Microsoft Word, Excel, and PowerPoint), demonstrate knowledge of their functions, and identify their corresponding file extensions.

Module 3 – Introduction to the Internet and E-mail
BCS 3.1: Identify basic terminology for the internet and e-mail.
BCS 3.2: Use popular search engines to look for employment opportunities online.
BCS 3.3: Identify the following browser toolbar buttons and demonstrate the ability to use them: home, refresh, stop, back, forward
BCS 3.4: Correctly enter CAPTCHA security codes.
BCS 3.5: Identify commonly used browsers (Internet Explorer, Firefox, Chrome, Safari) and demonstrate knowledge of function.
BCS 3.6: Create an email message
BCS 3.7: Address an email, including to more than one recipient
BCS 3.8: Understand basics of email etiquette: don't use all capital letters, fill in the subject line, use appropriate greetings & closings
BCS 3.9: Use caution when opening an email from an unfamiliar or unexpected source and avoid opening suspicious attachments
BCS 3.10: Identify and delete junk mail, including spam

Module 4 – Introduction to Microsoft Word
BCS 4.1: Understand the features of Microsoft Office.
BCS 4.2: Use a template to create a business cover letter and a resume.
BCS 4.3: Demonstrate knowledge of the difference between "Save" and "Save As" functions.
BCS 4.4: Identify ribbon and toolbars

BCS 4.5: Identify file extensions, corresponding document types and associated programs used to open them: pdf, xls, doc, docx, rtf, pub, ppt, pptx

Module 5 – Introduction to Microsoft Excel
BCS 5.1: Identify parts of Excel Screen: ribbon, formula bar, active cell, name box, column letter, row number.
BCS 5.2: Apply editing and enhancement features to cell contents, e.g. edit, fill, rotate, move, merge, size, number formats, styles, borders, and colors.
BCS 5.3: Differentiate among and enter text, numbers, formulas, and functions.
BCS 5.4: Create, insert, modify, and position appropriate graphics.
BCS 5.5: Identify sheet tabs, create a new tab, and rearrange tabs.

Module 6 – Introduction to Microsoft PowerPoint
BCS 6.1: Use the presentation software to create, design, and present.
BCS 6.2: Identify parts of the PowerPoint Screen: slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars.
BCS 6.3: Understand the basics of PowerPoint etiquette (limited text, text that stands out on background, clear titles)
BCS 6.4: Apply and customize slide transitions (select, preview, add sound, automatic advance).
BCS 6.5: Create handouts.

Instructional Strategies

PREINSTRUCTIONAL ACTIVITIES These activities are designed to grab and maintain the Individuals' attention throughout the training, informing them of what they will learn, and assessing their prior knowledge before proceeding with the training.

CONTENT PRESENTATION AND LEARNER PARTICIPATION These components allow for guided and independent practice of concepts presented in the module, as well as opportunities for feedback from the instructor and class attendees. These two components are repeated for each instructional objective within a given module.

ASSESSMENT This component will provide entry computer tests/activities, as well as pre and post-tests for use throughout the course.

FOLLOW-THROUGH ACTIVITIES References to job aids and other materials. These items are designed to help individuals in retaining the information they will receive in the training sessions to the classroom.

GED CLASS SYLLABUS

COURSE OBJECTIVES

1. To review and strengthen reading and writing skills and general knowledge of five areas in the GED Exam: writing, social studies, science, literature, and mathematics.
2. To write paragraphs and essays clearly.
3. To review basic arithmetic, study concepts in algebra and geometry, and develop skills to solve mathematical story problems.
4. To learn test-taking strategies for multiple-choice tests.
5. Register to take the official GED test.
6. To take and pass at least one of the five GED tests, with the ultimate goal of earning the GED within the next six months.
7. To learn attitudes and behaviors for successful test taking and a successful college career.
8. Improve math/literacy/reading skills
9. Focus on Life Skills and Time Management

CLASS REQUIREMENTS

1. Promptly attend and actively participate in each class. Attend **all** classes except in cases of illness or emergency. Call me if you need to miss class at 973-315-0040.
2. Complete all class work and homework activities.
3. Share ideas in class and be respectful of yourself and others when doing so.
4. Ask questions or request clarification about topics, class activities and/or assignments.

EVALUATION

Assessment will be given throughout the class time at individual levels. Assessment tools include GED practice tests/Casey Skills evaluation.

STANDARDS FOR CONTINUED ENROLLMENT IN GED CLASSES:

Students attending GED with The Arc of Union County are expected to make significant and sustained academic progress for their program and level. Academic progress is determined by the teachers based on classroom work, demonstration of competence on performance tasks, and attendance. **If you have more than two (2) unexcused absences without your instructor's permission, you may not be able to reenroll in the class.**

Students with verified and documented educational disabilities must demonstrate the same progress as other students with reasonable accommodations, such as additional time.

CLASSROOM ENVIRONMENT:

The expectation in class is that we will all treat one another with respect and dignity regardless of whether or not we agree philosophically. This expectation is in line with the principle of free speech in a free society: Students have the right to express unpopular ideas as long as we don't show disrespect for reasonable people who might believe otherwise.

Part of this respect involves professional behavior toward the instructor, colleagues, and the class itself. Disruptive behavior often involves such things as arriving late, leaving early, leaving class and then returning, talking while others are trying to hear the instructor or their group members, doing other homework in class, wearing earphones in class, bringing activated cellular phones into class (receiving or making a phone call, receiving or writing text messages, etc.,) inappropriate comments or gestures, cheating during quizzes or tests, etc. Such behavior interrupts the educational process: When disruptive behavior occurs, instructors will speak to the students concerned. Those students are then responsible for ending the disruptions at once. Failure to do so may result in removal of the students from class.

Students in the GED program are expected to arrive to each class on time and stay for the duration of the class. Students are also expected to take breaks only when the instructor dismisses the class for a break, and return from breaks on time.

Calendar of Lessons and Assignments:

Week	Lesson Topic	Assignment
One	Syllabus review, (reading).	Math book: Internet resources
	Reading: practice reading a play, practice reading and interpreting a poem.	Math book/Literature resources

Two	GED Continue lesson on poetry. Math: 4 operations with decimals.	Essay/Journal writing
	Math: review decimals-cover difficulties from homework problems.	
Three	Writing: editing a paragraph Math: working with fractions.	Writing booklet: Internet Resources
Four	Field Trip Employment Life Skills	Goal: Introduction to the Work Community/Developing Coping Skills
Five	Writing: the essay Math: converting decimals/fractions	Writing booklet: Math book: Internet Resources
	Writing: write an essay in class. Math: review of decimals & fractions.	
Six	Writing: editing skills and reviewing examples of essays	Writing booklet: Internet Resources
	Social Studies: maps, American history timeline Math: percent's	Math book/ Internet Resources
Seven	Field Trip Employment Life Skills	Goal: Introduction to the Work Community/Developing Coping Skills
Eight	Math: percent's- rate of change and simple interest	Math book: Internet Resources
	Science: scientific method,	

	understanding charts and graphs	
Nine	Science: answering multiple choice questions Math: charts, graphs, and tables	Math book: Internet Resources
	More on charts, graphs, and tables	
Ten	Math: probability, basic geometry	Math book Internet Resources
	More on geometry	
Eleven	Algebra- working with signed numbers, simple equations	Math book: Internet Resources
	Final Class: Life Skills	
Twelve **4 Wks.**	Review/Evaluations/Graduation **Job Search**	Last week of class: Class Reflections **Goal Employment**

Customer Service and Hospitality Training Course Outline

Training Description

The course is intended to prepare participants for entry stage employment in the hospitality industry through exploring the scope of the industry and its relationship to examining hotel and lodging operations, customer service and including specialized segments of the industry. Integrated throughout this course are career preparation standards, which include basic academic skills, communication, interpersonal skills, problem solving, workplace safety, technology, and employment.

Course Text- TBA/Written Assignments

Training Duration- 12 Weeks / 420 hours
4 Weeks of Job Search (Optional)

Certificate/Degree Offered – Certificate of Completion

Evaluation
Assessments will be conducted throughout the course. (As required)

Objectives of Training (Course):

Participants will:

1. Describe the hospitality industry and its economic impact at the local, national, and international levels.
2. Explain the implication globalization presents for hospitality managers.
3. Cite opportunities for education, training, and career development in the customer service industry.
4. Explain the relation of lodging and food and beverage operations as they relate to the industry.
5. Illustrate products, procedures and equipment using industry terminology.
6. Demonstrate an assortment of communication and decision-making skills.
7. Participate in on-site internships/job training (as assigned by the instructor)

Training Outline

I. **COURSE CAREER PREPARATION**
   A. Career Planning and Employment. (Four Weeks) *Employment Preparation* will be a focus in this area.
      1. Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers.

a. Participants will identify skills needed for job success
b. Participants will identify the education and experience required for moving along a career ladder.

2. Understand the scope of career opportunities and know the requirements for education, training, and licensure.
   a. Participants will describe how to find a job.
   b. Participants will select two jobs in the field and map out a timeline for completing education and/or licensing requirements.
3. Know the main strategies for self-promotion in the hiring process, such as completing job applications, resume writing, interviewing skills, and preparing a portfolio.
   a. Participants will write and use computers to create a resume, cover letters, thank you letters, and complete job applications.
   b. Participants will participate in mock job interviews.
4. Develop a career plan that is designed to reflect career interests, pathways, and postsecondary options.
   a. Participants will conduct a self—assessment and explain how professional qualifications affect career choices.
5. Understand the role and function of professional organizations, industry associations, and organized labor in a productive society.
   a. Participants will contact two professional organizations and identify the steps to become a member.
6. Understand the past, present and future trends that affect careers, such as technological developments and societal trends, and the resulting need for lifelong learning.
   a. Participants will describe careers in the business industry sector.
   b. Participants will identify work-related cultural differences to prepare for a global workplace.

B. Introduction to Computers/Technology. (Two Weeks)
1. Understand past, present and future technological advances as they relate to a chosen pathway and on selected segments of the economy. *Computer literacy/technology* will be specified in this area.
2. Understand the use of technological resources to gain access to, maneuver, and produce information, products and services. The use of the internet /social media I-pads tools are emphasized in this area.
3. Use appropriate technology in the chosen career pathway- including computers, I pads, phone applications etc.

C. Problem Solving. (One Week)
1. Understand the problem-solving models that incorporate input, process, outcome and feedback components, and apply appropriate problem-solving strategies and critical thinking to work-related issues and tasks.
2. Use and apply decision making skills to make informed decisions, solve problems, and achieve balance in the multiple roles of personal, home, work and community life.

D. Health / Safety. (One Week)
1. Know policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities.
2. Understand critical elements of health and safety-practices related to a variety of business environments.

E. Responsibility. (One Week)
1. Understand the importance of accountability and responsibility in fulfilling personal, community, and work- place roles and how individual actions can affect the larger community.
2. Understand the need to adapt to varied roles and responsibilities.

F. Ethics in the Workplace (One Weeks)

1. Know the major regulatory agencies and entities that affect the industry and how they enforce laws and regulations.
2. Understand the concept and application of ethical behavior consistent with workplace standards.
3. Understand the role of personal integrity and ethical behavior in the workplace.

G. Leadership and Teamwork. (Two Week)

1. Understand the characteristics and benefits of teamwork, leadership, citizenship in the community, and workplace settings for effective performance and attainment of goals.
2. Develop multiple approaches to personal conflict resolution and understand how to interact with others in ways that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.

Beginning ESL Syllabus

Textbook: ***TBA***
Voices in Literature **(Heinle & Heinle)**

Course Description: This class will allow students to develop Basic English vocabulary and grammatical structures so that they can successfully communicate. Also, students will develop literary and analytical skills which will enable them to be successful in future courses.

Specific units are described in the scope and sequence on the following pages. Every unit will develop students' Listening, Speaking, Reading, and Writing skills:

Listening: Students will listen to English from native speakers via their teacher and other media. They will also listen to English spoken by their peers. They must focus their attention on the speaker's message in order to comprehend and produce a meaningful response.

Speaking: Students will have the daily opportunity to practice speaking in structured conversations with their peers. Also, there will be several projects which require the students to present information to the class using newly acquired English skills.

Reading: Students will be reading a variety of modified texts, including short stories, poetry, and expository writing, with guidance and support from their teacher and peers. Students will learn various strategies to help them comprehend a text in their second language. They will also learn analytical skills necessary to interpret both literature and images.

Writing: Students will be writing on a daily basis, practicing the grammar structures and the new vocabulary. They will write a variety of personal narratives, descriptions, reports, poems, and reflections based on the literature. They will also have the opportunity to create their own works of creative fiction in response to various texts.

Students will be visiting the computer lab on a weekly basis to practice English using the ReadingSmart software.

Grading: Grades will be calculated as follows:

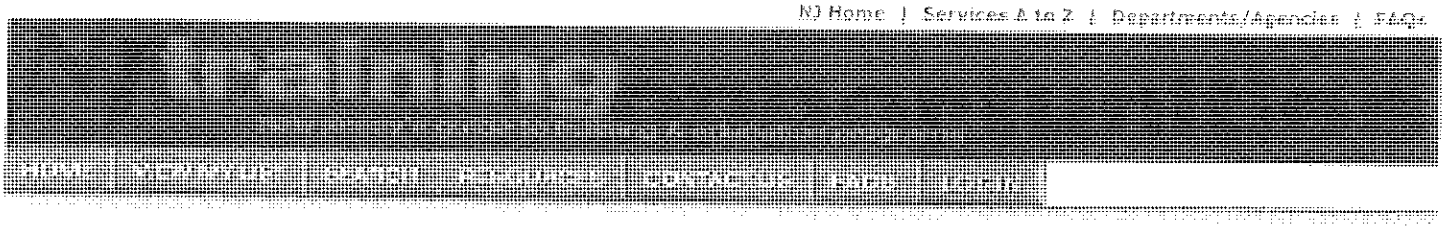
- 10% Journal
- 50% Assignments & Quizzes
- 30% Tests & Projects
- 10% Homework

Beginning ESL: Scope & Sequence

	Grammatical Concepts	Vocabulary Units	Reading & Literature Focus	Texts
First 6-weeks	• To be: introduction • Subject Pronouns • Present Continuous Tense	• Introductions • Personal Information • Locations • Everyday Activities	Literal v. Figurative • Components of a Story • Identifying Main Idea • Identifying Theme • Making Applications	Various Proverbs and Fables
Second 6-weeks	• Possessive Adjectives • Adjectives • Possessive Nouns • Prepositions of Location	• Everyday Activities (cont.) • Describing People and Things • Weather • Family Members • Describing	• Characterization • Point of View • Using Context Clues	Various cultural versions of "Cinderella"

		Events & Activities		
Third 6-weeks	• Prepositions • There is/There are • Singular/Plural • This/That/These/Those	• Places Around Town • Clothing • Colors	Reading Expository Text Connecting to World Culture • Conflict & Resolution • Characterization • The Epic Hero	A History of Greek Mythology *The Odyssey*
Fourth 6-weeks	• Simple Present Tense • Object Pronouns • Have/Has • Adverbs of Frequency	• Languages & Nationalities • Habitual Actions • People's Interests & Activities • Describing People • Feelings & Emotions	• Predicting/Foreshadowing • Making Inferences • Recognizing Irony • Tone • Creating Suspense • Imagery	*The Tell-Tale Heart* *The Raven*

Fifth 6-weeks	• Can • Have to • Future: going to • Want to	• Abilities • Occupations • Expressing Obligations • Invitations • Telling Time Ailments & the Doctor's Office • Describing Events	• Setting and Scene • Using Effective Dialogue • Dramatic Irony The Characteristics of a Drama	Expository text about Shakespeare and the tradition of the theatre *Romeo & Juliet*
Sixth 6-weeks	• Regular Past Tense • Irregular Past Tense • Wh- questions • To be: past tense	• Reasons & Excuses • Television Commercials Describing Physical States & Emotion Biographies & Autobiographies	• Symbolism Interpreting Elements of Design • Recognizing Propaganda • Persuasive Techniques • Researching Information • Identifying Historical Context	Various



Search Recap
Search Type: Occupation or Training
Zip Code 07081 within the radius of 15 miles.
Keyword: arc of union
Keyword Search By: exact phrase
Number of Results: 6

Your search found the following providers and programs

Results For Training Programs Search

Your search found the following programs. To obtain additional information, click on the program name.

Customize View Back to Default View

Program Name		Total Clock Hours	Total Cost of Program
ABE Course (Adult Basic Education) **The ARC of Union County NJ - DVRS** Springfield, Union	inDemand **Average Program Rating(1-6): N/A (0)** Add Your Comments	420	$1,900.00
Computer Literacy/Technology Training **The ARC of Union County NJ - DVRS** Springfield, Union	**Average Program Rating(1-6): N/A (0)** Add Your Comments	420	$2,000.00
Customer Service and Hospitality Training **The ARC of Union County NJ - DVRS** Springfield, Union	inDemand **Average Program Rating(1-6): N/A (0)** Add Your Comments	420	$2,000.00
ESL Course (English as a Second Language) **The ARC of Union County NJ - DVRS** Springfield, Union	inDemand **Average Program Rating(1-6): N/A (0)** Add Your Comments	420	$2,000.00
GED (General Equivalency Diploma) **The ARC of Union County NJ - DVRS** Springfield, Union	**Average Program Rating(1-6): N/A (0)** Add Your Comments	420	$1,900.00
Low Literacy **The ARC of Union County NJ - DVRS** Springfield, Union	inDemand **Average Program Rating(1-6): N/A (0)** Add Your Comments	420	$1,900.00

Refine My Search Start New Search

Add/Update Provider

Print

Approved On: 11/20/2019

Name Of Training Provider:	The ARC of Union County NJ - DVRS
School Identification Number:	221665355000
Training Site Address Line 1:	720-722 Lexington Avenue
Training Site Address Line 2:	
City/State/Zip:	Kenilworth NJ 07033
County:	Union
Mailing Address Line 1:	70 Diamond Road
Mailing Address Line 2:	
City/State/Zip:	Springfield NJ 07081
Contact Person First Name:	Brandon
Contact Person Last Name:	Phelps
Contact Person Title:	Director of Workforce Development
Phone Number:	(973) 315 - 0089
Telephone Ext:	
Fax:	(973) 315 - 0090
Web Site Address:	www.arcunion.org
Email Address:	bphelps@arcunion.org
School And Programs Licensed/certified By: (identify State or Federal government department or agency)	Other (name authorizing agency below)
Type Of Training Provider:	Vocational Rehabilitation Supported Employment Program
Non-governmental Accrediting Organization Approval (if any)	CARF
Certificate of Approval Expiration Date:	06 / 30 / 2020
Do You Offer Customized Training Service?	• Yes No
Do You Offer Distance Learning Classes?	• Yes No
Wheelchair Accessible:	• Yes No

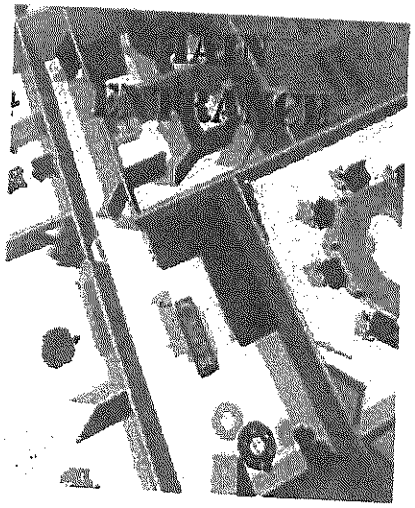
	◉ Yes ○ No
Other Languages Spoken:	○ Yes ◉ No
If Yes, Please Specify:	Arabic, Chinese, French, French/French Creole, ☐ German, Greek, Hungarian, Indic/Hindu, Italian, Japanese, Korean, Other Languages, Polish, Portuguese, Russian, Spanish, ☐ Tagalog (Philipines), Vietnamese, Yiddish/Hebrew
Career Assistance/Counseling Available:	◉ Yes ○ No

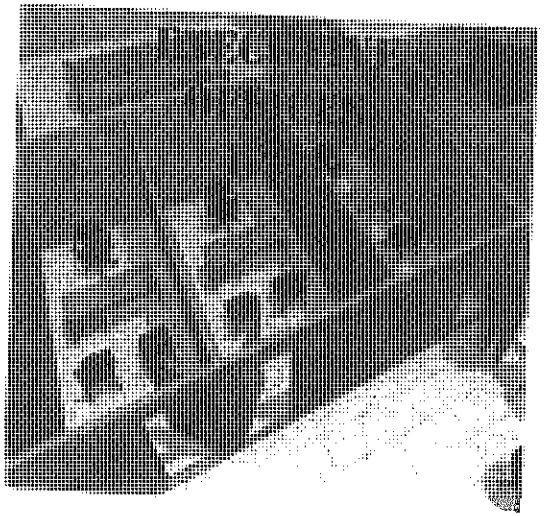
Job Placement Assistance:

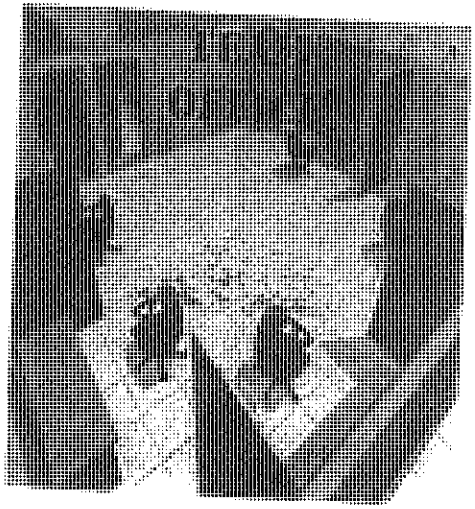
1. Linkage To One-Stop Career Center System:	◉ Yes ○ No
2. Personal On-site Assistance:	◉ Yes ☐ No
3. Access To America's Job Bank:	◉ Yes ○ No
Child Care At Facility:	○ Yes ◉ No
Assistance Obtaining Childcare:	○ Yes ◉ No
Evening Courses:	○ Yes ◉ No
Bus Route 1: (Specify routes or write "None Available")	Union County Paratransit System-Route 22 Shuttle (A): 65,66,94,114 & 117
Bus Route 2: (Specify routes or write "None Available")	Union County Paratransit System-Route 22 Shuttle (B/C): 94, 114 & 117
Train Route 1: (Specify routes or write "None Available")	
Train Route 2: (Specify routes or write "None Available")	
WIB Comments:	
State Comments:	10/23/21 DVRS approved vender, ETPL Approval Expiration date - AL 10/12/2019-ETPL Initial Application Approval Expiration Date. JH 7/2/18 COA expired - SAZ (9/14/18 reinstated)

Click here to accept agreement. Submit

722 LEXINGTON AVE.
KENILWORTH NJ 07033

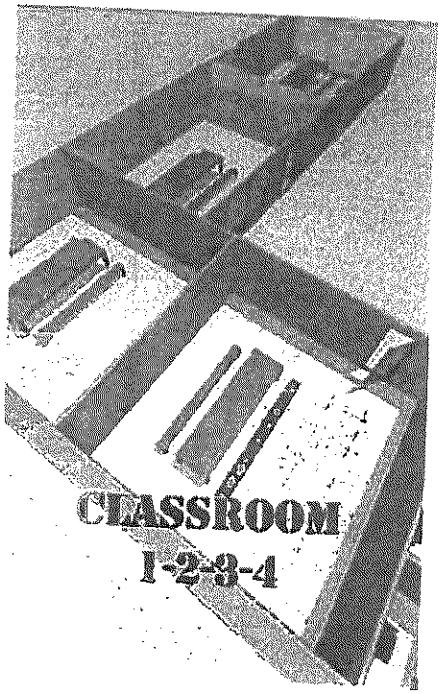


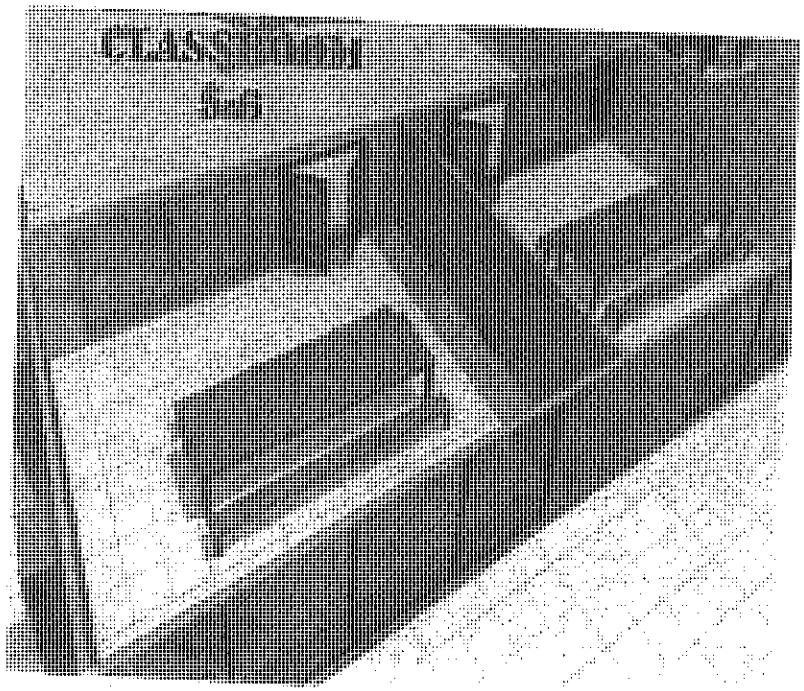




- OFFICE AREA DETAILS -

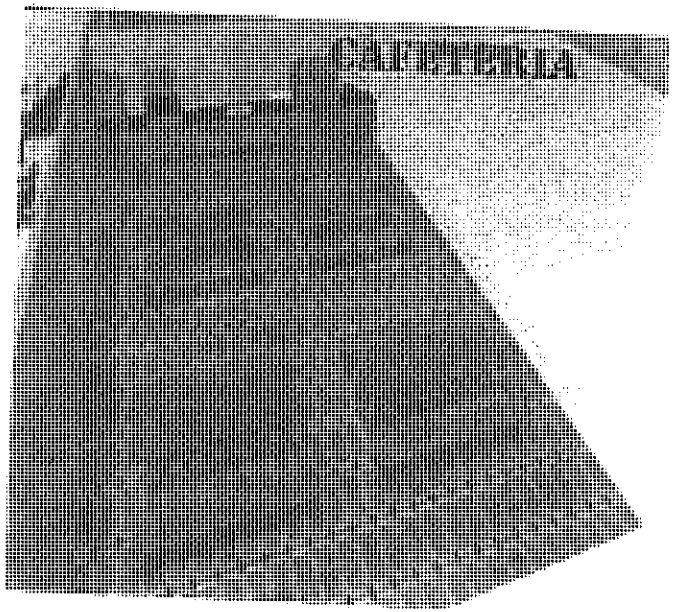
722 LEXINGTON AVE.
KENILWORTH NJ 07033





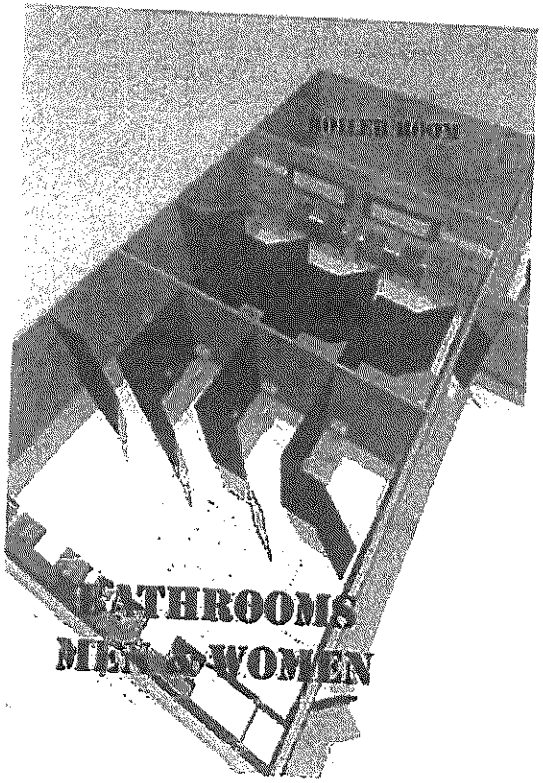
- OFFICE AREA DETAILS -

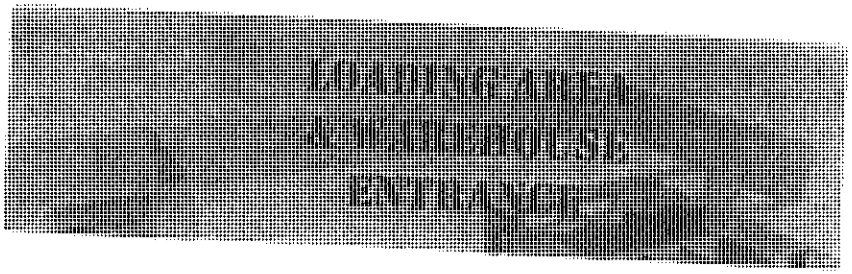
722 LEXINGTON AVE.
KENILWORTH NJ 07033



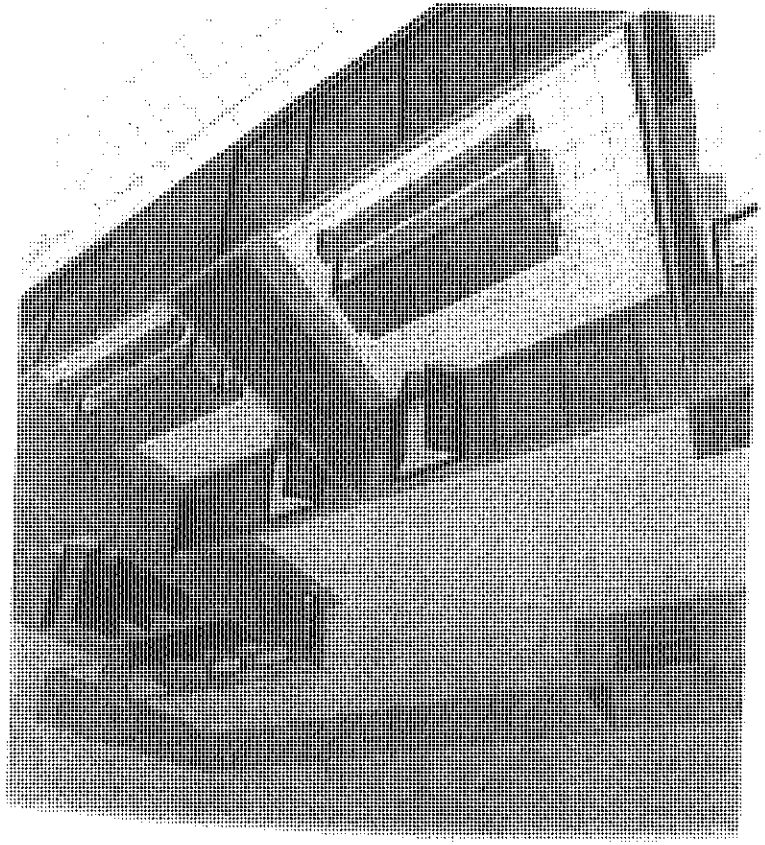
- OFFICE AREA DETAILS -

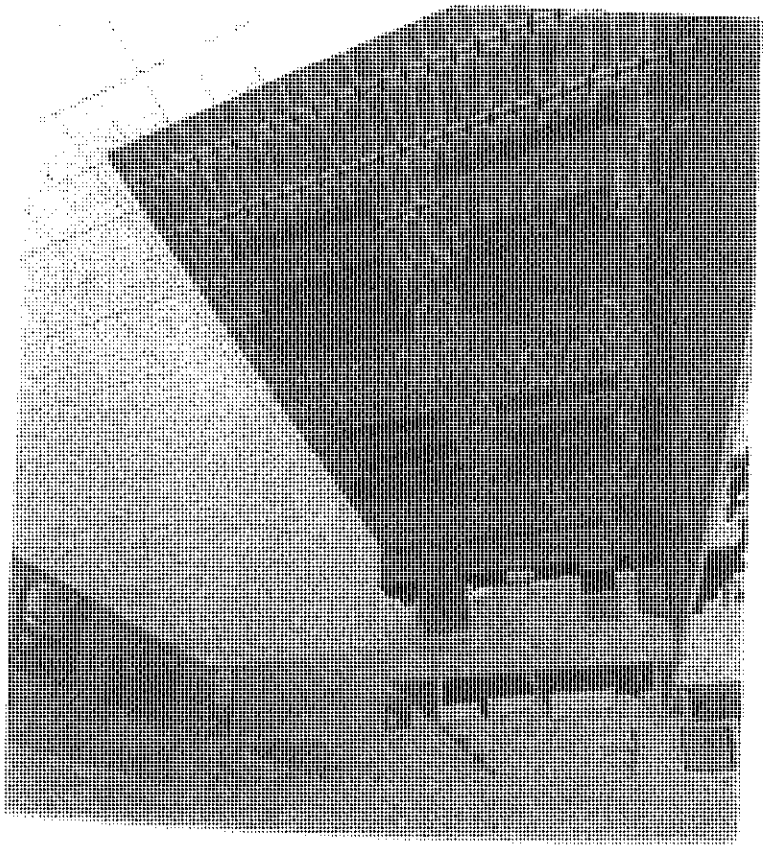
722 LEXINGTON AVE.
KENILWORTH NJ 07033

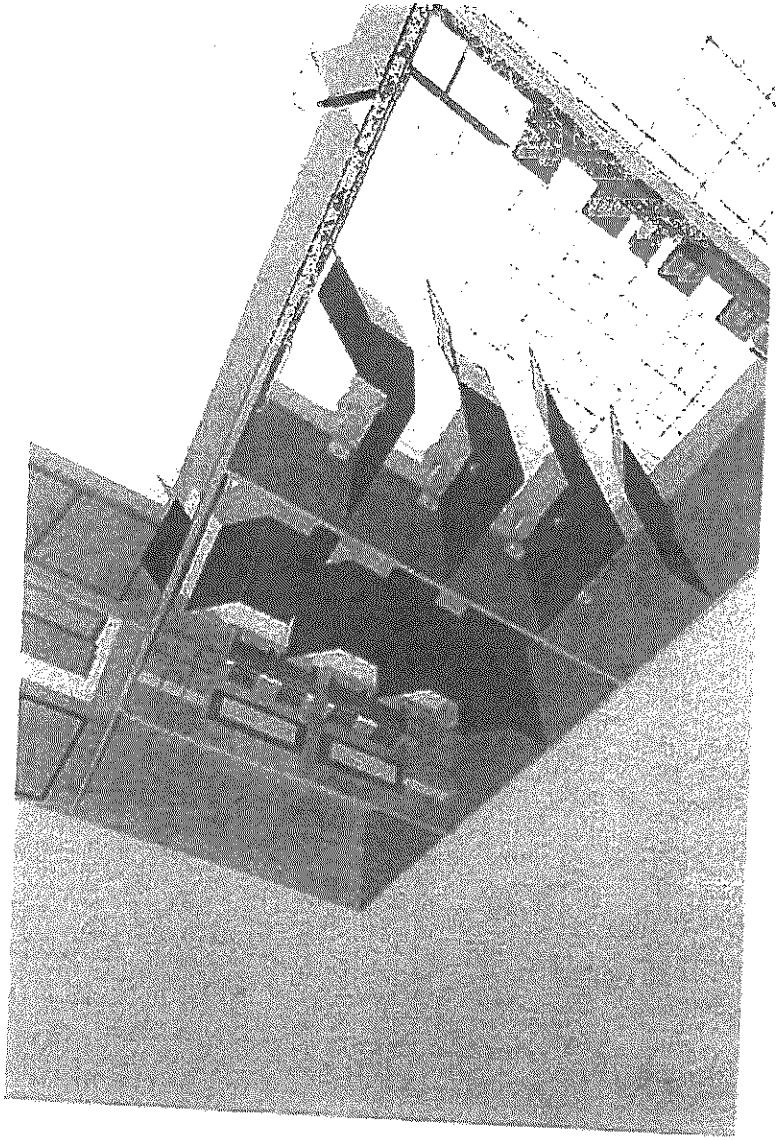


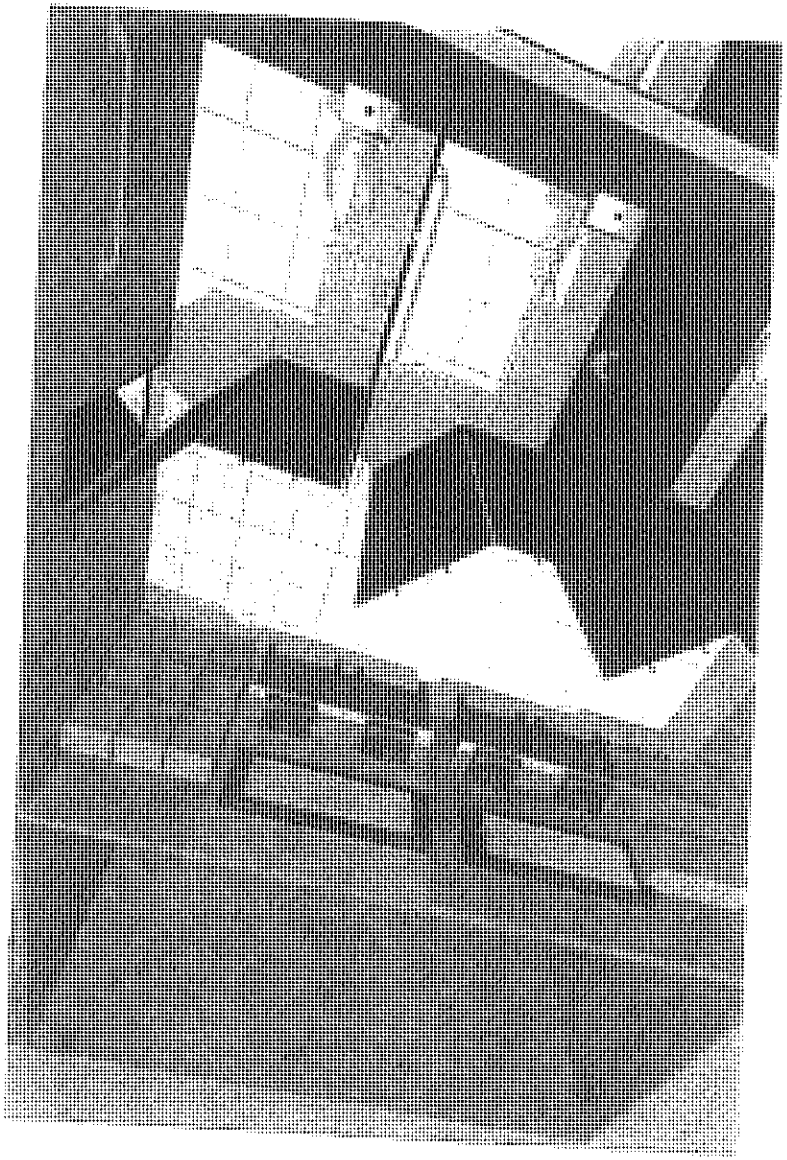


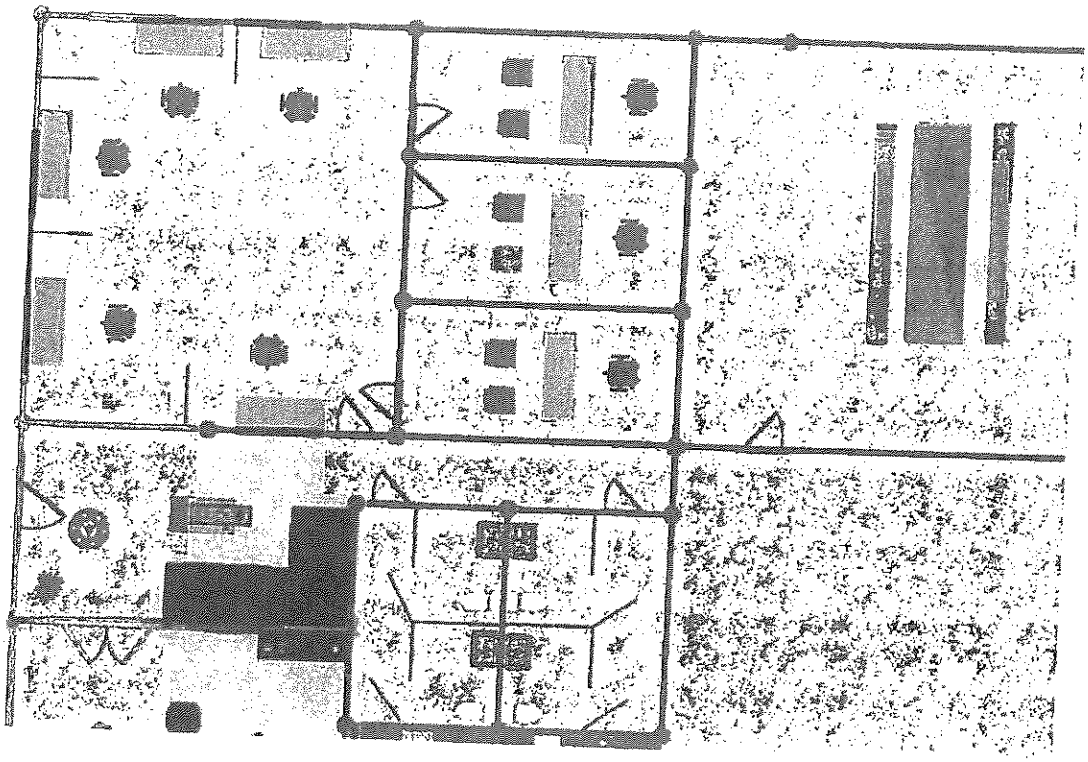
- OFFICE AREA DETAILS -

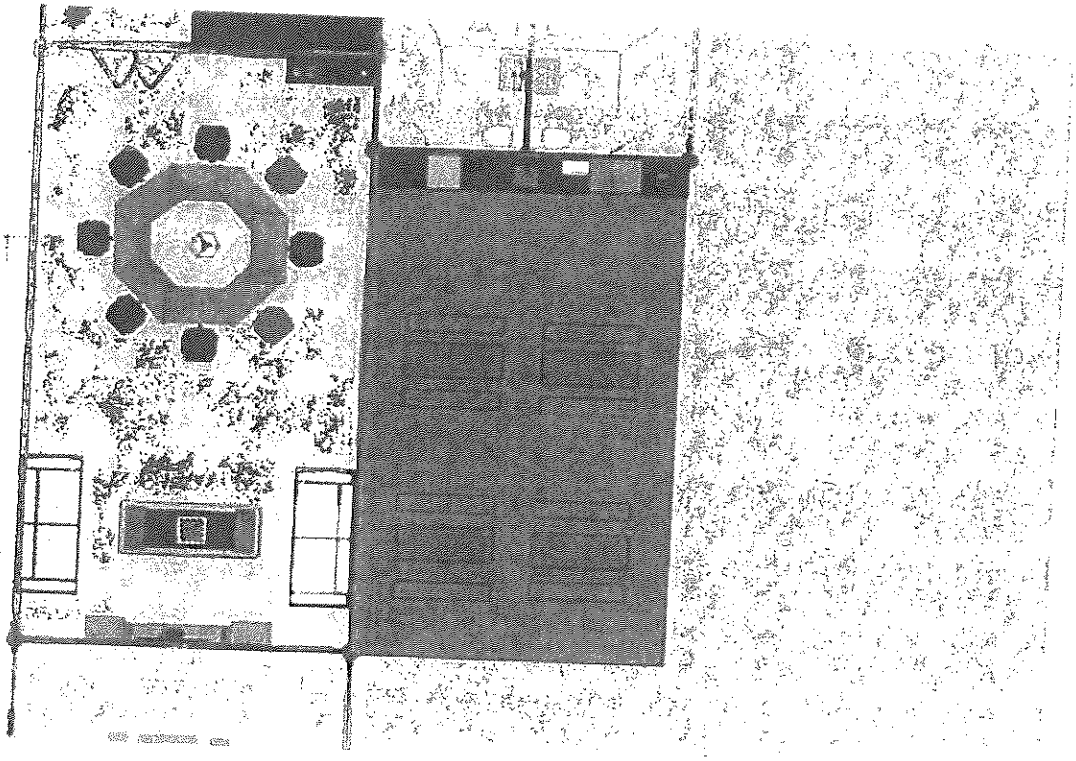


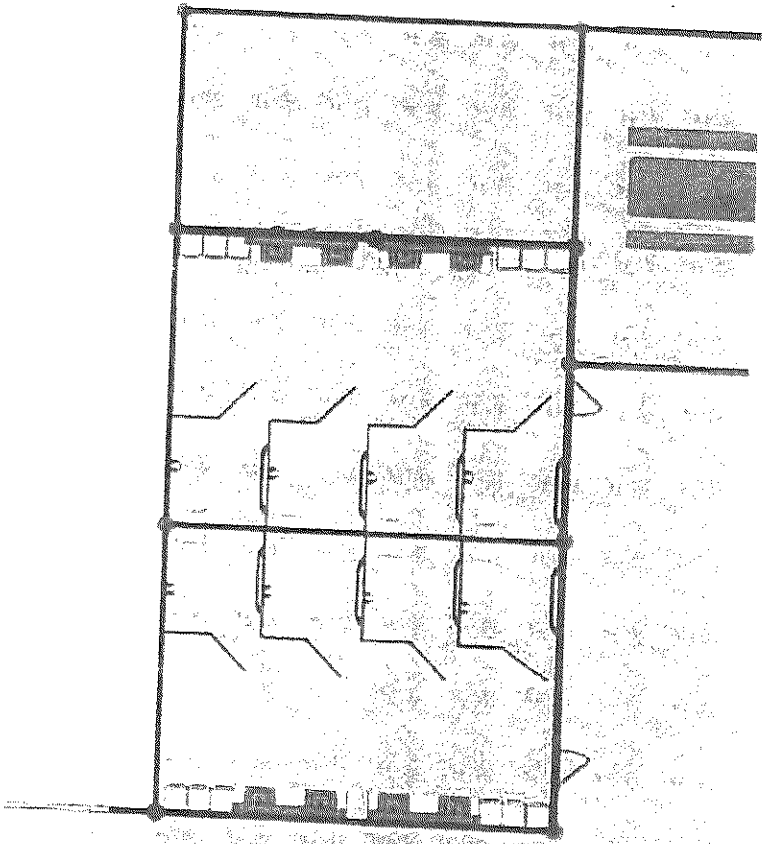


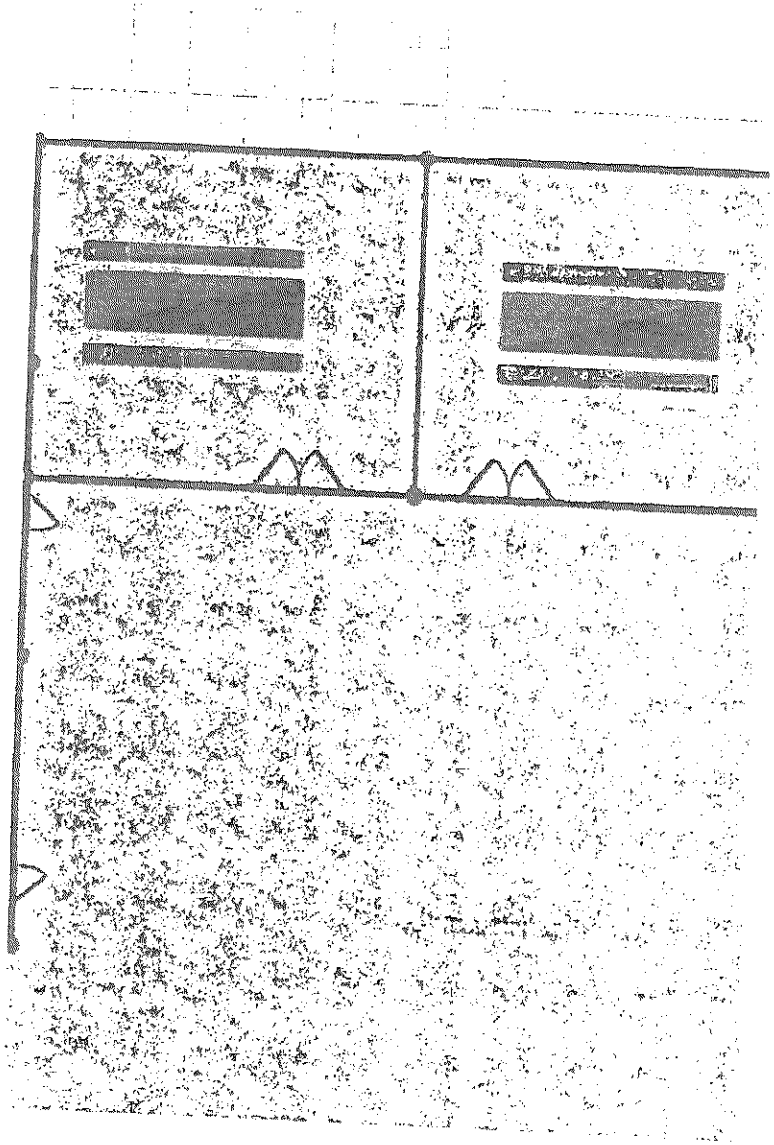












SECTION 8: MANAGEMENT CAPABILITY

A- Agency ability to establish and maintain compliance

The Arc of Union County has an established finance and accounting department staff. The department has experienced personnel in accounting operations with two experienced CPA's. The agency has an annual operating budget of $20 million funded by various sources including local, state and federal entities. Agency funders require a Generally Accepted Accounting Principle (GAAP) financial statement audit as well as A133 compliance or single audit. The agency consistently receives unqualified opinions with no findings or management letter comments. The agency is a Medicaid approved provider, consistently meeting CMS requirements.

The Assistant Executive Director of Budget and Finance is responsible for establishing and maintaining compliance with the funding rules, governing regulations, assurances, certifications and general provisions as it pertains to this subcontract. The Arc has established contracts with the NJDOL and has also previously received grants for job training and supported employment. The NJ DOL auditors' yearly review of the Arc's financial statements indicates compliance consistent with the audit opinion referenced in the above paragraph.

B- Agency's financial management systems

The Agency utilizes ABILA, a non-profit fully integrated financial software package for financial operations, general ledger and financial reporting. ADP is utilized for payroll processing, payroll tax filing and payment and provides data for financial reporting and compliance.

Therap software used to maintain individual electronic records for all services and care provided to consumers. This software is customized to include NJ Department of Human Services, DDD and NJ Department of Labor, DVR service recipient's requirements. Therap is also now used as the billing platform for services billings including Medicaid and various local, state and federal voucher programs.

Additionally, the finance department coordinates with the program administrators and other support personnel to assure completeness and accuracy of invoices/vouchers, accounts receivable and collection, payroll processing and reporting, purchasing and accounts payable and internal and external financial reporting.

The agency is also representative payee for the Arc group home resident and utilizes Accufund software and banking trust accounts to manage individual consumer finances.

The agency maintains and updates financial processes, procedures and internal controls to conform to current accounting standards for non profits and governmental grants. The agency is

currently evaluating the procurement requirements under uniform guidance to implement prior to the June 2019 deadline.

C- Measures to assure fiscal accountability

The agency's board of directors through its finance committee provides overall oversight on all agency finances. The committee is chaired by the Treasurer and is composed of board members and other external representatives with business and finance expertise. The committee meets monthly and also oversees the annual audits and has a dual role to manage financial investments.

The Arc
of New Jersey

Achieve with us.

Joanne Bergin, President
Thomas Baffuto, Executive Director
985 Livingston Avenue
North Brunswick, NJ 08902
T 732.246.2525
F 732.214.1834
www.arcnj.org

May 25, 2020

Mr. Frank Caragher, Executive Director
The Arc of Union County
70 Diamond Road
Springfield, NJ 07081

Dear Frank,

It is without hesitation that I provide this letter of support for The Arc of Union County. One of our largest and oldest affiliated local county chapters, The Arc of Union County has an exceptional track record of providing high-quality services for children and adults with intellectual and developmental disabilities (I/DD) and their families. In terms of services for children, The Arc of Union County has developed and coordinates a number of core programs that address the unique needs of this population, including Early Intervention and the Kohler School. The chapter also offers family support and respite programs that serve both children and adults and assists families to connect with a number of community resources. For adults, The Arc of Union provides an array of exemplary services including day programs, supported employment and a variety of residential options. Last year, The Arc of Union County was awarded a Workforce Development Grant which enabled the chapter to develop and implement a very successful employment training and job skill development program. We were pleased to support last year's grant application and wholeheartedly support the application for this next year as well.

Throughout their programs, The Arc of Union County has strived to align their services with the organization's inherent principle of respect and inclusion for all citizens with I/DD. With a widely recognized reputation for excellence and professionalism, The Arc of Union County has highly qualified staff dedicated to the provision of exemplary services, and has adopted a number of innovative programs and curriculum to better serve the needs of their constituents.

In my role as Executive Director of The Arc of New Jersey I have an intimate understanding of the issues faced by individuals with I/DD and their families. And simply put, I couldn't be any prouder to be affiliated with the extraordinary network of county chapters of The Arc in New Jersey - of which The Arc of Union County and its staff is a prime example - that are committed to the advancement of opportunities for all individuals with I/DD to live, learn, work and play as equal and valued members of their communities.

Thank you for the opportunity to offer my support for The Arc of Union County.

Sincerely,

Thomas Baffuto
Executive Director

COUNTY OF UNION

DEPARTMENT OF HUMAN SERVICES
Debbie-Ann Anderson, Director

BOARD OF CHOSEN FREEHOLDERS

BETTE JANE KOWALSKI
Chair

ALEXANDER MIRABELLA
Vice Chairman

ANGEL G. ESTRADA

ANGELA R. GARRETSON

SERGIO GRANADOS

CHRISTOPHER HUDAK

KIMBERLY PALMIERI-MOUDED

ANDREA STATEN

REBECCA WILLIAMS

EDWARD T. OATMAN
County Manager

AMY C. WAGNER
Deputy County Manager

ROBERT E. BARRY, ESQ.
County Counsel

JAMES E. PELLETTIERE, RMC
Clerk of the Board

CHRISTINA M. TOPOLOSKY
Division Director

May 29 2020

Frank Caragher
Chief Executive Officer
The Arc of Union County
70 Diamond Road
Springfield, NJ 07081

Dear Mr. Caragher:

On behalf of the Union County Department of Human Services/Division of Individual & Family Support Services (DIFSS), I am pleased to provide this letter of support to The Arc of Union County and The Arc's application to the County of Union's 2020-2021 Workforce Development Board to strengthen employment opportunities for individuals with disabilities and other barriers to employment. The Arc is seeking to renew their current contract with the local One-Stop/American Job Center.

The Arc of Union County has a solid reputation for identifying and addressing unmet needs of Union County residents with disabilities. The Arc provides unmatched service to the people of Union County, promoting community integration and independence for individuals with intellectual and developmental disabilities (I/DDs) along with a variety of family supports, children's services, advocacy, and information/referral services.

The Arc has been a leader in the provision of vocational training and employment services for both students and adults who face barriers to employment. The Arc intends to enhance access to employment for people with special needs through comprehensive training in such areas as low literacy, customer service and hospitality and computer training. Job search, employment readiness, job placement and post-employment services will also be part of the Work First initiative. This comprehensive approach to employment training will help to develop the economy which expands in the Union County Eastern and Western areas.

The Union County Department of Human Services/DIFSS (formerly the Division of Planning) has enjoyed a productive and pro-active relationship with The Arc of Union County for decades. I am confident they will succeed in promoting and meeting the County's Work First goals and objectives. Should you have further questions, feel free to contact me at (908) 527-4839 or by e-mail at ctopolosky@ucnj.org.

Sincerely,

Christina Topolosky

Christina Topolosky, Director
DHS/DIFSS

cc: L. Gutierrez, S. Carpio, J. Whitous
S:\Planning\Planning\CCC\Subcontract\Cty Ltrs of Support\5-20-2019 ARC (Workforce Development grant).docx

exederm® for eczema and dermatitis

Frank Caragher
Chief Executive Officer
The Arc of Union County
70 Diamond Road
Springfield, NJ 07081

Re: Program Year 2020 Work first New Jersey Programs

Dear Mr. Caragher:

I am writing in support of The Arc of Union County's grant application to the Union County Workforce Development Board.

Bentlin Products has worked with The Arc of Union County for many years. We have contracted services that are being provided with high efficiency and quality standards. We have been pleased with the quality of work that The Arc of Union County provides. Furthermore, we have been pleased with the level of support they provide through their staff and the individuals that performed the jobs.

Should The Arc of Union County be funded, Bentlin Products looks forward to providing additional work for individuals at The Arc of Union County. We also anticipate developing a number of meaningful opportunities over the next two-three years as our business thrives.

Hiring quality workforce is a priority for us, as it translates into the success of our company. We look forward to continuing to work with The Arc of Union County.

Sincerely,

John Gardiner
Bentiln Products

Nifty PRODUCTS

P.O. Box 161, Marlboro, NJ 07746-0161
4 Jocama Boulevard, Old Bridge, NJ 08857-9743
732-591-1140 800-631-2172
FAX: 732-591-8477

May 21, 2020

Frank Caragher
Chief Executive Officer
The Arc of Union County
70 Diamond Road
Springfield, NJ 07081

Re: **Program Year 2020 Work first New Jersey Programs**

Dear Mr. Caragher,

I am writing in support of The Arc of Union County's grant application to the Union County Workforce Development Board.

Nifty Products has worked with The Arc of Union County for many years. We have contracted services that are being provided with high efficiency and quality standards. We have been pleased with the quality of work that The Arc of Union County provided. Furthermore, we have been pleased with the level of support they provide through their staff and the individuals that performed the jobs.

Should The Arc of Union County be funded , Nifty Products looks forward to providing additional work for individuals at The Arc of Union County. We also anticipate developing a number of meaningful opportunities over the next two-three years as our business thrives.

Hiring quality workforce is a priority for us, as it translates into the success of our company. We look forward to continuing to work with The Arc of Union County.

Sincerely,

Natalie Levine

Natalie Levine
Nifty Products

The Arc
Union County

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70 Diamond Road
Springfield, NJ 07081
T 973.315.0000
F 973.315.0002
www.arcunion.org

LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Party City of Kenilworth provides a number of activities and services for community members, including the following:

A. Party City of Kenilworth agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Party City of Kenilworth
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Party City of Kenilworth

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

ABEL CHAPIN 8/28/19
Sign: Name Title GENERAL MANAGER Date

9/4/19
Frank Caragher Date
Executive Director- The Arc of Union County

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Springfield, NJ 07081
T 973.315.0000
F 973.315.0002
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LINKAGE AGREEMENT
The Arc of Union County
November 1, 2019-June 1, 2020

Yellow Tag Thrift Store & Donation Center of Green Brook Township, NJ provides a number of activities and services for community members, including the following:

A. **Yellow Tag Thrift Store** agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to **Yellow Tag Thrift Store.**
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to **Yellow Tag Thrift Store.**

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Ruth Thomas - Director
Sign. Name-Title

11/18/19
Date

Frank Caragher
Executive Director- The Arc of Union County

11/18/19
Date

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Springfield, NJ 07081
T 973.315.0000
F 973.315.0002
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LINKAGE AGREEMENT
The Arc of Union County
November 1, 2019-June 1, 2020

Elemental Contaniers provides a number of activities and services for community members, including the following:

A. **Elemental Contaniers** agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to **Elemental Contaniers.**
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to **Elemental Contaniers.**

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Sign: Name-Title Director of Operations — 2/5/2020 Date

For Frank
Frank Caragher
Associate Executive Director- The Arc of Union County — 2/5/20 Date

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Springfield, NJ 07081
T 973.315.0000
F 973.315.0002
www.arcunion.org

LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Speed Wash of South Orange provides a number of activities and services for community members, including the following:

A. Speed Wash of South Orange agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Speed Wash of South Orange
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Speed Wash of South Orange

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Owner
Sign: Name-Title

7/10/19
Date

Frank Caregher
Executive Director- The Arc of Union County

7/10/19
Date

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Springfield, NJ 07081
T 973.315.0000
F 973.315.0002
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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Speed Wash of South Orange provides a number of activities and services for community members, including the following:

A. Speed Wash of South Orange agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Speed Wash of South Orange
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Speed Wash of South Orange

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Luis M Linares Owner — 4-26-2019
Sign; Name-Title — Date

Frank Caragher — 5-6-2019
Executive Director- The Arc of Union County — Date

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F 973.315.0002
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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Mobile Meals provides a number of activities and services for community members, including the following:

A. Mobile Meals agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Mobile Meals
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Mobile Meals

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Director of Operations — 4/30/19
Sign: Name-Title — Date

5.6.19
Frank Caragher — Date
Executive Director- The Arc of Union County

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Springfield, NJ 07081
T 973.315.0000
F 973.315.0002
www.arcunion.org

LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Shoprite provides a number of activities and services for community members, including the following:

A. Shoprite agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Shoprite
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Shoprite

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

F.M. 4/29/19

Sign: Name-Title Date

5·6·19

Frank Caragher Date
Executive Director- The Arc of Union County

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Springfield, NJ 07081
T 973.315.0000
F 973.315.0002
www.arcunion.org

LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Agape Pediatric Center provides a number of activities and services for community members, including the following:

A. Agape Pediatric Center agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Agape Pediatric Center.
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Agape Pediatric Center.

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

M.D
Sign: Name-Title

08/05/2019
Date

Frank Caragher
Executive Director- The Arc of Union County

8/5/2019
Date

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70 Diamond Road
Springfield, NJ 07081
T 973.315.0000
F 973.315.0002
www.arcunion.org

LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

General Magnaplate Corporation provides a number of activities and services for community members, including the following:

A. General Magnaplate Corporation agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to General Magnaplate Corporation
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to General Magnaplate Corporation

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Sign: Name-Title
Wayne R. Cromwell, Executive Vice President

5/10/19
Date

Frank Caragher
Executive Director- The Arc of Union County

5/14/19
Date

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Springfield, NJ 07081
T 973.315.0000
F 973.315.0002
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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Boxwood Learning Center provides a number of activities and services for community members, including the following:

A. Boxwood Learning Center agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Boxwood Learning Center
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Boxwood Learning Center

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

(Executive Director) 5/3/2019.
Sign: Name Title — Date

5/5/2019
Frank Caragher — Date
Executive Director- The Arc of Union County

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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

American Job Center provides a number of activities and services for community members, including the following:

A. American Job Center agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to American Job Center
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to American Job Center

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Case manager 5/3/2019
Sign: Name-Title Date

5/6/2019
Frank Caragher Date
Executive Director- The Arc of Union County

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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Union County College provides a number of activities and services for community members, including the following:

A. Union County College agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Union County College
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Union County College

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

(Transition Coach) 05-03-2019
Sign: Name Title (Acting Program Coordinator) Date

Frank Caragher 5.6.2019
Executive Director- The Arc of Union County Date

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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Modell's provides a number of activities and services for community members, including the following:

A. Modell's agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Modell's
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Modell's

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

GM — 4/29/19
Sign: Name Title — Date

5-6-19
Frank Caragher — Date
Executive Director- The Arc of Union County

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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Home Depot provides a number of activities and services for community members, including the following:

A. Home Depot agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Home Depot
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Home Depot

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Luciane Otero ASDS
Sign: Name-Title

4/29/19
Date

Frank Caragher
Executive Director- The Arc of Union County

5·6·19
Date

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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Bed Bath & Beyond provides a number of activities and services for community members, including the following:

A. Bed Bath & Beyond agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Bed Bath & Beyond
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Bed Bath & Beyond

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

ASM OPS — 4/30/19
Sign: Name-Title — Date

5.6.19
Frank Caragher — Date
Executive Director- The Arc of Union County

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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

YMCA of Summit provides a number of activities and services for community members, including the following:

A. YMCA of Summit agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to YMCA of Summit
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to YMCA of Summit

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Larrie Gual membership operations MGR — 4/26/2019
Sign: Name-Title — Date

[signature] — 5.6.19
Frank Caragher — Date
Executive Director- The Arc of Union County

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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Stop & Shop (Westfield) provides a number of activities and services for community members, including the following:

A. Stop & Shop (Westfield) agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Stop & Shop (Westfield)
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Stop & Shop (Westfield)

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Diane L Borino - CSDH
Sign: Name-Title

4/29/19
Date

Frank Carragher
Executive Director- The Arc of Union County

5-6-19
Date

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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Stop & Shop (Union) provides a number of activities and services for community members, including the following:

A. Stop & Shop agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Stop & Shop
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Stop & Shop

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Sign: Name-Title — Date: 7/11/19

Store mgr

Frank Caragher
Executive Director- The Arc of Union County — Date: 7/11/19

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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Goodwill provides a number of activities and services for community members, including the following:

A. Goodwill agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Goodwill
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Goodwill

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Store Manager — 4/29/18
Sign: Name/Title — Date

5/6/19
Frank Caragher — Date
Executive Director- The Arc of Union County

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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Cherrybrook Premium Pet Supplies provides a number of activities and services for community members, including the following:

A. Cherrybrook Premium Pet Supplies agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Cherrybrook Premium Pet Supplies
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Cherrybrook Premium Pet Supplies

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Kelly Bianca - store manager — 4/30/19
Sign: Name-Title — Date

Frank Caragher — 5/6/19
Executive Director- The Arc of Union County — Date

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F 973.315.0002
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LINKAGE AGREEMENT
The Arc of Union County
June 1, 2019-June 1, 2020

Bloomfield Public Library provides a number of activities and services for community members, including the following:

A. Bloomfield Public Library agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to Bloomfield Public Library.
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to Bloomfield Public Library.

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Jayline McGrail, Dir. Volunteers — 8/5/19
Sign: Name-Title — Date

Frank Caragher — 8/5/19
Executive Director- The Arc of Union County — Date

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LINKAGE AGREEMENT
The Arc of Union County
November 1, 2019-June 1, 2020

Elemental Contaniers provides a number of activities and services for community members, including the following:

A. **Elemental Contaniers** agrees to:
   i. Accept referrals from The Arc of Union County and their partners which are appropriate for their staffing services
   ii. Refer all persons to The Arc of Union County and their partners that are appropriate to our agency
   iii. Provide internships opportunities to appropriate referrals
   iv. Interview and/or hire appropriate candidates as viewed by your organization

B. The Arc of Union County agrees to:
   i. Make appropriate referrals to **Elemental Contaniers.**
   ii. Communicate with the referred candidate when appropriate and based upon the established company's criteria and requirements
   iii. Provide on-site Job Coaching/Training to all referrals to **Elemental Contaniers.**

C. Both parties agree to:
   i. Provide necessary client data for referral purposes upon written consent of the client
   ii. Maintain written and verbal communication for effective follow-up of referrals, provide reports and other information exchanges as needed upon written consent from the client
   iii. Maintain communication on all levels; discuss, explore and resolve problems and opportunities arising as a result of this service in exchange for quality comprehensive care of our clients.

Sign: Name-Title Director of Operations — 2/5/2020 Date

For Frank
Frank Caragher — 2/5/20 Date
Associate Executive Director- The Arc of Union County

The Arc of Union County Workforce Development & Employment Services

Client Feedback 2020

Please fill out the anonymous survey and return it to:

The Arc of Union County
Care of: Susan A. Luckman, Assistant Executive Director
70 Diamond Road
Springfield, 07081
Or scan document to: sluckman@arcunion.org

Select the category that best describes you:

- ○ Individual Service Recepient
- ○ Family member or guardian filling out the survey on behalf of the individual
- ◉ Other

Please mark one answer for each question.	Yes	No	I don't know
1. Does your direct care provider understand your needs?	○	○	○
2. Do the staff that assist you daily understand your needs?	○	○	○
3. Do you participate in the development of your Individual Support Plan (ISP)?	○	○	○
4. Are you comfortable communicating complaints or concerns with the staff?	○	○	○
5. Are the staff respectful and attentive to your needs?	○	○	○
6. Are you satisfied with the support and help you receive?	○	○	○
7. Do you feel that you have achieved personal growth & independence?	○	○	○
8. Is the building environment safe?	○	○	○
9. Is the building environment clean?	○	○	○
10. Is the building easy to move around in?	○	○	○
11. Do you have a choice the work related or other activities that you take part in?	○	○	○
12. Do you enjoy and learn from the work assignments you do?	○	○	○
13. Do you enjoy and learn from the activities you do?	○	○	○

What are we doing well as an Agency?

What would you like to see us do differently as an Agency?
Please provide additional comments.
Comments and discussions are always welcome! Please feel free to contact the Workforce Director, Joseph Navarra at 973-315-0040. Thank you for your valuable input! Please provide your contact information if you would like to be contacted for any follow up discussions. Your Name: _____ Service Recipient's Name: _____ Preferred Method of Contact: _____

The Arc of Union County, Inc.
Director Workforce Development, Supported Employment & Employment Services – Job Description

Summary: Under the direction of the Associate Executive Director, Operations or designate, the Director, Workforce Development, Supported Employment & Employment Services is responsible for management, oversight, sales and development of Division of Vocational Rehabilitation (DVRs), DDD funded employment including but not limited to Supported employment facilitation of vocational evaluations, job skills development, vocational training, in facility employment, community job development, job readiness, Job search, job placement Community Employment programs, Community Based Work Evaluation (CBWE), Trial Work Experience (TWE), placement assistance, Transition Students services, career counseling, Job Coaching, and administration of literacy/education programs and other expanded services as assigned for vulnerable individuals and adults with disabilities. The incumbent is also responsible for workforce development to vulnerable individuals and individuals with developmental disabilities and in facility employment training and improve vocational skills for gainful employment through productive work. Designing programs to rehab barriers to employment assist youth and adults with the necessary tools they will need to secure high-quality employment, assisting service recipient transition from unemployment to work, assisting service recipients in obtaining and maintaining community-integrated employment. The incumbent is responsible for expanding or acquiring services focusing on increased employment training opportunities, employment, services, and assuring a cost-effective sales budget, efficient operation and sufficient generation of revenue by all services provided.

The incumbent oversees the implementation of a comprehensive individualized process for evaluation of work readiness and appropriate placement, determination of individual vocational objectives, assets and limitations in the context of work environments in which the individual might function. The assessment will include recommendations to reduce or eliminate barriers to achieve vocational objectives. The incumbent ensures records are maintained for all evaluated persons. The incumbent will assure that all individuals are receiving appropriate vocational training, counseling etc., and serve as a resource to vocational staff regarding best practices.

The incumbent provides oversight of community employment and vocational services, including but not limited to Supported Employment, work adjustment, School to Career Transition, facility based vocational training and Vocational Evaluation Services, Community Based Work Evaluation (CBWE), Trial Work Experience (TWE), Job Coaching, and Transition services. This position will initiate a process that will maximize competitive employment of persons with disabilities.

The incumbent ensures assistance of service recipients in obtaining and maintaining community-integrated employment, overseeing admissions, training individuals in specific job functions in a person-centered environment. The incumbent ensures programming is designed to assist in school and out of school youth and adults with the necessary tools they'll need in order to successfully secure high-quality employment.

The Director, Workforce Development, Supported Employment & Employment Services ensures the delivery of literacy training toward success in attaining ABE, GED, basic skills and knowledge necessary to function effectively as workers and lifelong learners in a competitive labor market. Assures that the programming is designed to rehab barriers to employment, assist in-school and out of school youth and adults with the necessary tools they'll need in order to successfully secure high-quality employment.
The Director, Workforce Development, Supported Employment & Employment Services ensures promotion of an environment that delivers high quality training to job seekers through

customized training segment and to help individuals transition from unemployment to work. The incumbent assures that service recipients have access to competitive employment, education, vocational training, job readiness, job placement and support services to succeed in the labor market. Oversees effective job search and placement assistance, career counseling, elimination of barriers that affect attainment of employment and ensures provision of high-quality careers.

The Director, Workforce Development, Supported Employment & Employment Services ensures the acquisition of contract and sub-contract work and development of production and quality specifications for all work performed. The incumbent oversees the set-up process for new contract work and instructs staff and service recipients in all aspects of contract work specifications and quality standards. The Director, Employment Services and Vocational Supports provides oversight on time studies, pricing, proper calculation of consumer wages and related billing in compliance with Department of Labor (DOL) including all applicable regulatory authorities. This position provides oversight to ensure the facilitation of all activities related to Billing, Accounts Receivable, Accounts Payable, as well as, support for all other financial operations of the programs.

The incumbent will assure the timely and correct preparation of bid documents, production schedules, quality control, contract processing/obligations/renewal, wage/rate adjustments and any other required documentation relevant to contracts, sub-contract work and community placements. The incumbent will assure that vocational skills development opportunities are available for all individuals participating in this agency's programs.

The incumbent will develop and maintain relationships with businesses, schools and community groups to networking and developing partnerships that will result in accessing appropriate employment, volunteer and other meaningful opportunities for the individuals served. This position will promote work opportunities for service recipients by diversifying the population served, through new initiatives, job development, expansion of vocational services, training and employment opportunities.

This position will oversee the implementation of a philosophy that enhances achievement of service recipients' full social inclusion, independence, and personal and economic well-being. The incumbent provides oversight to ensure implementation of strategies necessary to assist the individual in progressing toward his/her personally defined goals and outcomes as indicated in the Individual Service Plan (ISP). This position requires thorough knowledge of Fee for Service model. The incumbent is a member of a support team that assesses individual support needs and determining relative need for services.

This position will assure the effective implementation of "person centered" plans for all individuals served. The incumbent will actively ensure implementation of developed program systems, policies and initiatives to meet the identified needs of individuals served and provide recommendations to the Associate Executive Director, Operations for review and approval.

This position is also responsible for ensuring that all programming provides education and training to service recipients to acquire the skills and experience needed to participate in the community, consistent with the participant's Service Plan and community inclusion initiatives. This includes activities supporting participants with building problem-solving skills, self-help,

social skills, adaptive skills, daily living skills, and leisure skills. The incumbent ensures activities and environments are designed to foster the acquisition of skills, building positive social behavior and interpersonal competence, greater independence and personal choice.

The Director, Workforce Development, Supported Employment & Employment Services will assure a high level of quality program supervision and management throughout all assigned programs. The incumbent will assemble staffing teams and directly supervise the Assistant Director, Workforce Development, Supported Employment & Employment Services and other agency personnel as assigned or required. This position is responsible for staff evaluations and personnel actions. The incumbent will provide oversight in the assembly of staffing teams and assure the development of staff competencies.

The Director, Workforce Development, Supported Employment & Employment Services will assure that vocational programs are maintained in acceptable practice and appropriate conditions at all times for acquisition and ongoing maintenance of DVRS Annual Review, U.S. DOL Wage and Hour Division Special Minimum Wage Rates under Section 14(C) of the Fair Labor Standards Act Audit/Certification, WFNJ/NJLWD, WIOA requirements, CARF Accreditation, current City Fire Safety Certification and full accreditation by CARF as applicable, etc.

This position requires completion of DDD System Mandatory Training Bundle within 90 days of hire, DDD and Agency Orientations, other designated trainings and a minimum of 12 Hours of Professional Development completed annually.

This position requires that information related to service recipients, employees, program operations is handled, channeled, managed and delivered professionally to the appropriate and right personnel or party consistent with agency and department policy.

This is an exempt position and the incumbent reports to the Associate Executive Director, Operations.

Skills: This position requires Proficiency in Windows software, Ability to use a data entry software such as Therap, Ability to complete Shift and Individual Served ISP Data entry in web based electronic platform. This position requires excellent interpersonal and conceptual skills. Proficiency in all areas of service listed herein. Strong management, leadership, planning and communication skills required. Demonstrate ability to manage information effectively. Knowledgeable on staffing function and employment related legislations. Ability to implement effective group and inter-group work, monitor group-level performance indicators, diagnose and resolve problems within and among work groups. Ability to execute organizational plans, inspire and provide guidance to middle level managers. Demonstrate ability to initiate and execute managerial decisions and actions. Ability to utilize power point, spreadsheets, audit invoices, review Capital and Expense report, understand and apply matrices for service recipient attendance, roster management, revenue, staffing ratios, and work force/staffing management relative to budget. Knowledge of Fee for Service model required.

Qualifications: Master Degree in Vocational Rehabilitation, Vocational Counseling, or Vocationally related field; MBA preferred. LPC Certification or LCSW Certification. Minimum five experience in upper management administrative, operations and programmatic capacity in developing, managing Workforce Development programs including a DVR Community

Rehabilitation Programs (Work center) etc. and social service programs for individuals with intellectual disabilities and vulnerable populations. Extensive experience in obtaining, maintaining, and advancing employment for people with disabilities by working with DVR service recipients, employers, and other partners. Extensive supervisory experience with proven success directing operations of Workforce Development training programs, Employment programs, vocational evaluations, job skills development, in facility employment, community job development/supported employment, literacy/education programs for vulnerable individuals and adults with disabilities. Experience in program development, customer relations, sales, contract procurement, production management, scheduling and quality control. Must have thorough knowledge of all U.S. DOL Wage and Hour Division Special Minimum Wage Rates under Section 14(C) of the Fair Labor Standards Act, DVRS, DDD, WFNJ/NJLWD, WIOA, CARF, and other external regulations and requirements. Certification by the Commission on Rehabilitation Counselor Certification or the Commission of Certification of Work Adjustment and Vocational Evaluation Specialists, and/or professional membership in the National Rehabilitation Counseling Association or other credential Association required. Demonstrate strong management, leadership, planning and communication skills. Demonstrate ability to thrive and perform in an ever-changing, fast paced and demanding environment. Must be 21 years of age or older. Must have a valid New Jersey driver's license and abstract (not to exceed 5 points), and ability to meet agency insurability requirements. Complete State/Federal Criminal Background checks and Central Registry checks.

Major Position Responsibilities

General I

Develop operational plan for the Associate Executive Director Operation's review including but not limited to strategies for increasing referral volume, increasing service capacity, management existing accounts, fulfilling service contract objectives, driving sales, productivity and overall business growth. New business development, market new and innovative ideas.

Assure availability of all written agreements or contracts for all services provided.

Review cost reimbursement or service charge rates for all services provided in relation to market rates, factorization of service minimum wage, formulate and apply all service cost elements, wage adjustments etc.

Ensure timely contract or service agreement revision in relation to increased service costs etc.

Promote the sales of the existing service portfolio of vocational services, workforce development etc.

Follow sales strategies to gain market share, enlighten and provide technical proficiency about the services to staff, provide feedback from vendors, manage opportunities to further market existing service portfolio.

Drive accounts utilizing sales & marketing strategy. Solidify existing as well as constantly establishing new accounts. Seek and develop strategic partnerships with other workforce development offices including the county, state or federal offices to strengthen company positioning in the market.

Meet sales and performance goals, goal progression, maximize billing revenue, enhance net revenue/gains, and provide reporting.

Serve as a contract salesperson; develop, and maintain relationships with businesses, existing customers and community groups that will result in appropriate employment opportunities for our service recipients.

Assure the efficient operation and sufficient generation of revenue by DVRs programs including Community Rehabilitation Program, supported employment program, transition students, and other services including WFNJ/NJLWD etc.

Monitor all assigned day programs and assure a sufficient and steady flow of appropriate and varied work and/or meaningful activities including vocational and educational opportunities.

Ensure optimization and/or draw of service units as allocated in vouchers, delivery of full service capacity as per contracts, thus avoiding loss of funds from contract reductions or untapped voucher units.

Facilitate all required administrative documentation related to production contracts as assigned and in accordance with the standards of the agency and any governmental or accrediting agency requirements. This will include but not limited to time studies, proposal outcomes, bid estimations, rate, wage adjustments and contract revision, work orders, job instruction sheets, periodic billing, periodic activity reports, etc.

Responsible for the preparation and submission of all required administrative documentation attendant to admissions, referrals, production, progress reports, attendance, billing for services, proposals, contracts, etc. in accordance with agency, local, State and federal regulations and CARF, DVRS, DDD and Department of Labor standards including wage and labor regulations.

Responsible for assuring that the names of all individuals receiving any service are submitted for entry or are entered in Therap Tracking System, attendance, case notes etc. is completed by staff daily to enhance efficient billing, measurement of services provided and service monitoring.

Prepare bid documents, production schedules, quality control oversight throughout the programs and other required documentation relevant to the contract/sub-contract work.

Assure the procurement of sub-contract work, appropriate completion of time studies, task analysis and other production related assignments required to establish appropriate bid documents, rates and determination of suitability of potential work assignments for individuals served.

Assure at least a three-step process description in Task Analysis participation by staff and not persons with disability as required by DOL.

Responsible for the development of formal marketing plans and documents to foster the growth of existing and new programs such as Transition, supported employment, job placements, etc. for individuals served by The Arc of Union County.

Develop and maintain relationships with businesses, schools and community groups that network and develop partnerships that will result in accessing appropriate employment, volunteer and other meaningful opportunities for individuals served.

Research and identify new business opportunities; develop and implement business proposal plans for review and implementation.

Identify, initiate and provide proposal for the development and/or expansion of services to supervisor for review.

Attend and actively participate in Union County Community Work Council meetings regularly and forward minutes to supervisor.

Interact professionally with all funding, regulating and accrediting agencies to foster positive relationships and expand our network of partnering companies, agencies and organizations.

Serve as an employment advocate in the community and within the agency for individuals served.

Serve as agency liaison with companies/contractors/employers/county/state as necessary to resolve any barriers related to contract work, Arc businesses and community employers.

Complete all required reports including state reports such as DVRs reports, etc.

Search for resources to assist service recipients in developing information technology skills, customer service such as receptionist work trials, keyboarding, formatting documents etc

Complete client semiannual reviews and facilitate meetings with State Program Monitors to review service recipient goals.

Assure availability of required billing documentations such as IP billing, Service Plans, etc.

Conduct market research to determine business community needs, as well as community market trends and develop a formal marketing plan to foster the procurement of contracts.

Plan and execute community outreach for grants, complete and process request for proposal (RFP) consistent with the department and agency's development goals.

Assure full understanding of grants and contracts implementation and reporting requirements including conditions of receiving a grant or award etc.

<u>Core DVR</u>

Ensure fulfillment of all Task Analysis Procedures to ensure that job expectations and operations are understood by establishing a detailed task analysis of a job prior to commencing with a job.

Ensure fulfillment of all protocols to deliver vocational rehabilitative services to individuals in Extended Employment Program including File Establishment, Task Analysis, Time Studies, Quote formulation, Quote provision to Customer, accepted new rate filings and consumer pay, customer billing rates relayed to Finance and contract revision processed.

Ensure fulfillment of Piece Rate Time Study Procedures related to Individuals who work on paid contracts or perform a service that benefits others, whether it is the customer or the Arc of Union County, receives wages commensurate with the work or service performed.

Ensure accurate payment to individuals, in accordance with State and Federal Wage and Hour Regulations, by assuring implementation of procedures established as guidance on how to conduct piece rate time studies.

Observe time studies and complete prevailing wage surveys for Department of Labor as indicated.

Ensure timely, proper and accurate time studies every six months or when processes change as required and factor results into formulating appropriate pay rate to service recipients.

Conduct annual review in all areas of vocational supports such as wage surveys, Ensure conduction of Time Studies on all contract work as per DOL standards, etc.

Ensure conduction of prevailing wage survey and adjustment of prevailing rates paid to individuals.

Ensure application of Prevailing Wage to individual rates by Billing Department.

Maintain accurate, proper and timely application of Time Studies, legitimate and verifiable Prevailing Wage Surveys and consistent implementation and follow through on data obtained.

Run a report promptly to measure functionality and self-management skills masterly level for service Individuals in the Community Rehabilitation (Work center) and follow through as required including goal modification etc.

Run a report promptly to measure work production technical proficiency/statistics Masterly Level Attainment by service Individuals in the Community Rehabilitation (Work center) and follow through as required by ensuring the individuals operating at mastery efficiency are paid at federal minimum wage per, receive job skill training or readiness, rotate off to different jobs including meaningful or competitive employment etc.

Prepare application for Special Minimum Wage Certificate Renewal for review and submission.

Ensure that all Vocational/Department of Labor standards relative to program operations and service delivery are met.

Meet potential sponsors and schedule speakers from the community to introduce businesses and resources to the Arc of Union County.

Assure proper review of data entry completed by staff including contract work documentation.

Assure appropriate review and submission of payroll time sheets for service recipients.

Establish and maintain clear systems for receipts and dispatch of goods.

Ensure proper receipt of vouchers, completing reports, submitting invoices and recording of receivables accurately and in a timely manner.

Ensure proper provision of billing invoices, vouchers, etc., to the Finance Department for further review and processing.

Track vouchers or invoices submitted, correlate with Billing Administrator record, Accounts Receivable and initiating Follow-up on payment delays or discrepancies with the vendors directly or through agency directors of finance.

Facilitate collaboration with Finance Department to generate invoices for completed work.

Ensure completion of periodic reports such as Meer Report, other county reports/state and submission to the main office for distribution.

Provide oversight to quarterly plans and reports.

Monitor the quality of work performed and develop methodology to assure that all specifications are met.

Ensure a sufficient and steady flow of suitable and varied production contract work, seek new customers, and gain contracts from new and existing customers.

Maintain a safe and effective environment for service recipients and staff as defined in policies and procedures and in conformance with DDD, CARF standards, NJ and Federal regulations (OSHA), etc. Complete ongoing reporting as directed.

Ensure effective communication between Production Administrators and other supervisors to ensure smooth and accurate contract coordination, excellent quality control and accurate billing.

Perform time studies, task analysis and other production related required assignments to establish appropriate bid documents, rates and determination of suitability of potential work assignments for individuals served.

Ensure monitoring and maintenance of records on all production and quality aspects of contract/sub-contract work and assuring all contract specifications are met.

Assure the preparation, submission, monitoring and maintenance of all required documentation including procurement, production and quality of contract/sub-contract work in accordance with agency, CARF, DOL, DVR, OSHA and DDD standards.

Ensure maintenance of inventory records pertaining to all jobs in progress and assure adequate supply of inventory at each work site.

Provide direction and follow-up to staff and drivers to assure adherence with distribution/shipping schedules.

Serve as liaison with contractors/employers to resolve any problems related to scheduling, quality and distribution of contract/sub-contract work.

Develop and follow-up leads on procurement of contract and sub-contract work, etc.

Prepare and present quotations to various entities.

Identify and facilitate identification of funding sources in the development and submission of grant proposals related to functional area services and responsibilities.

Ensure the development and implementation of an organized system to evaluate all referrals from internal and external sources and provide appropriate information regarding employability to parties involved.

Assure the provision of employment\vocational skills development training to service recipients and related staff in-service trainings.

Ensure development of conducive environment for learning that promotes independent decision making by individuals served.

Ensure the establishment of objective evaluation measures such as rate data, frequency and interval data, and any other quantifiable indices of job/work proficiency as well as critical work related skills and behaviors.

Assure implementation of a comprehensive individualized process for evaluation of work readiness and appropriate placement, determination of individual vocational objectives, assets and limitations in the context of work environments in which the individual might function.

Ensure implementation of school-to-career transition program with sending school districts.

Ensure the development, preparation and submission of required reports to funding sources as assigned and as scheduled.

Ensure efficient operation of the program including commercial production, training activity, workshop management, health and safety, etc.

Ensure a supportive environment and a workplace that challenges, inspires and creates an atmosphere that is conducive to learning.

Lead in the planning, designing and delivering of new products, etc. Manage quality issues in all aspects of production, workshop operation in line with all relevant codes of practice.

Ensure proper maintenance of all working tools, equipment, fixings, PPE and similar goods within a budget.

Oversee production of orders.

Provide a well-run and maintained workshop including building maintenance and other issues in relation to the management of the workshop.

Ensure the establishment and implementation of effective housekeeping and workshop management systems such as stock control.

Ensure appropriate supplies of necessary materials, cost-effective and safe utilization of materials and equipment in the workplace.

Ensure the development and provision of work methods and standards in compliance with health and safety legislation.

Ensure that all persons are aware of safety procedures, embed a strong organizational culture and develop a positive attitude to health and safety among staff and service recipients.

Ensure that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.

Ensure that all employees are adequately trained and are performing tasks in a safe manner consistent with agency, state and other established guidelines such as OSHA.

Take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity or work place.

Core Employment

Promote an "Employment First" policy at The Arc to provide opportunities for all individuals served to obtain jobs in the community. Maintain positive open communication regarding employment and potential employment with individuals served, Career Services, Residential and Financial staff, families, guardians and employers.

Facilitate a structure that promotes placement and training of service recipients in competitive and supported employment positions in community work settings.

Ensure the promotion of job development, job advocacy and job matching, for service recipients, and as needed on the job training and follow-up services. Serve as an employment advocate in the community and within the agency for individuals served. Maximize the number of successful job placements of service recipients.

Ensure the development of appropriate job matches based on interests, abilities and needs; determine work-site appropriateness for the individuals served.

Network, develop and maintain positive relationships with local businesses; identify job opportunities, placement, training and support of individuals served in competitive and supported employment positions in community work settings.

Ensure facilitation of vocational evaluation/Job development and complete all required reports in a timely manner.

Attend meetings with DVRS and community employer organizations to enhance the goal of gaining competitive employment for service recipients.

Ensure the maintenance/monitoring of all program functions including supportive employment, job development, job advocacy, job matching, on the job training; support and follow along services for individuals served through The Arc of Union County.

Ensure appropriate screening of all program employment related records and documentation for adults and students, as required.

Assure the profitability of Employment Services programs including Transition, Evaluations, and Job Development and Placement, etc.

Develop and oversee a process that facilitates receipt and disbursement of vouchers and agreements for the provision of employment related services.

Responsible to assure the preparation and submission of all required administrative documentation, referrals, production, progress reports, attendance, billing for services, proposals, contracts, etc. in accordance with agency, local, State and federal regulations and CARF, DVRS, DDD and Department of Labor standards.

Lead in the development of formal marketing plans and documents to foster the growth of Transition, Vocational Evaluation, Supported Employment and Job Placements, for individuals served by The Arc of Union County.

Lead in the development of new initiatives to grow the agency's service capacity; work toward developing new opportunities for a diverse population, and provide trainings and pre-vocational opportunities for individuals served.

Assure structured education, vocational training and enhancing opportunities for individuals served.

Ensure provision of appropriate levels and techniques of training and support for individual's placements to assure service recipients' job skills meet position's responsibilities.

Facilitate a process that models, monitors and reinforce job related skills and behaviors to assure stability in employment, fostering independence and competitive employment.

Ensure collaborative cooperation between Sales, Marketing and Production components internally and externally to maximize efficiency and effectiveness.

Lead in the development and implementation of a system that evaluates all referrals from internal and external sources, and provide appropriate information regarding employability to parties involved.

Oversees the development and implementation of a system that provides employment/vocational skills development training to individuals, and facilitate related staff in-service trainings.

Lead in the development and design of environments for learning which promote independent decision making by individuals served.

Oversee the coordination, implementation and growth of School-To-Career Transition program with sending school districts. Ensure that reports are written and attendance is recorded for IEP meetings as indicated.

Ensure that provision of assessment that determines individual employment objectives, assets and limitation in the context of work environments in which the individual might function, includes specific recommendations to reduce or eliminate barriers to achieve employment objectives. Develop and promote the utilization of state-of-the-art techniques in assessing the potential and needs of referrals, and maintain records as required for all persons evaluated.

Ensure the development and establishment of objective evaluation measures such as rate data, frequency and interval data, and any other quantifiable indices of job/work proficiency as well as critical work related skills and behaviors.

Facilitate maximization of competitive employment opportunities and successful outcomes, by providing direct support/coaching and evaluation at community work sites, as required.

Facilitate the development, implementation and/or monitoring of Pre-Placement/Work Adjustment Training Plans, etc., for all those individuals entering these services.

Oversee the development and monitoring of all annual, semi-annual and quarterly narrative reports.

Develop employment-training curriculum relevant meaningful, competitive job market demands and facilitate groups to enhance individuals' work related skills, e.g. Job Club, Life Skills, and Interviewing Techniques.

Ensure promotion of an environment that delivers high quality training to job seekers through customized training segment and help individuals transition from unemployment to work.

Assure that service recipients have access to competitive employment, education, vocational training, job readiness, job placement and support services to succeed in the labor market.

Ensure appropriate screening and coordination of Intake for all candidates for Employment Services.

Ensure monitoring of progress and complete reports as needed for all individuals receiving job coaching services through DVRS, etc.

Administer counseling within the scope of practice to Workforce Development and Employment service recipients to foster a sense of collaboration, encourage curiosity and insight development leading to meaningful employability.

Meet regularly with management team to review and plan service recipient payroll and overall departmental billing to assure consistency on all vendor/contractor/customer issues on billing.

Ensure proper verification of vendor invoices and adjustments for accurate account coding and amount due.

Ensure the development and maintenance of effective procedures to match attendance records with fee for service billing, invoices/purchase orders with delivery receipts, etc. to enhance accurate billing and payments for all funding sources, or vendors.

Develop and establish comprehensive spreadsheets for accounting and financial reporting.

Audit and analyze billing statements to ensure that accounts receivable are current, accurate and follow through as necessary.

Ensure accurate and timely input of all vendor invoices/vouchers to the general ledger system.

Establish and maintain an effective system for monitoring all invoices due for payment.

Ensure utilization of excellent customer service methods for all support and collection matters.

Ensure reconciliation of accounts on a monthly/regular basis including resolution of any discrepancies with appropriate parties.

Assure completion of accurate and timely monthly billing for the provision of services whether on a contractual or fee for service basis.

Develop a structure that assists individuals for employment through proper pre/employment orientation i.e. schedules, work rules, interviewing skills, job duties, appropriate attire, social behaviors, etc.

Develop a working knowledge and cooperative relationship with community employers, provider agencies, groups, and organizations.

Develop a structure that outlines proper job instructions for enhanced performance consistent with the needs of individuals served.

Ensure that individuals served are supported with planning, clothing, transportation, and communication requirements prior to job placement.

Ensure that individuals are observed during performance of duties at job sites, as well as appearance, hygiene, interaction with others, and their ability to follow instruction and accept direction from supervisors and co-workers.

Assure provision of a "Person Centered" approach to employment, advocacy and on-the-job-training to all assigned individuals, including work schedule flexibility to meet their employment and personal needs.

Ensure proper planning and coordination of all transportation requirements including conducting "travel training" for individuals as needed.

Ensure proper placement and training of individuals served in competitive, supported employment and job sampling positions in a community work setting.

Develop and facilitate a process that promotes continuous development and maintenance of professional contact with employers in the local labor market to assure placement opportunities for our individuals.

Lead in the facilitation of job and task analysis.

Ensure the development and maintenance of salary and benefits data for potential placement positions and assure the performance of a prevailing wage survey at least annually.

Ensure performance of Vocational Evaluations for service recipients, transitioning students, including center-based and community assessments.

Facilitate preparation and submission of reports to funding sources for all evaluated individuals. These reports will focus on employability strengths, as well as areas that need improvement.

Develop and facilitate a process that determines work-site appropriateness for service recipients and work with employers to recommend and facilitate job/facility accommodations as required.

Ensure the development of networking with employers and nonprofit organizations, utilizing employment teaching principles, understanding applicable regulations, and complete detailed reports as appropriate.

Facilitate and oversee the provision of DDD/DVRS funded community employment services, including but not limited to Supported Employment, Vocational Evaluation, and Transition services.

Ensure effective and efficient planning and coordination of staffing coverage and activities for all assigned case loads, transitional students from out of school and connecting them with DVR or from DVR to employment, or from work site to work site, etc.

Oversee the facilitation and coordination of employment process for service recipients.

Ensure facilitation and delivery of vocational and information literacy skills for service recipients to enhance their opportunities to obtain meaningful employment in the community. This includes data entry skills training, computer literacy, customer service etc.

Oversee the receipt, review, processing and implementation of all referral vouchers including Work Skills and Life Skills Evaluations as needed, training service recipients on various skills such as data entry, computer, computer literacy, customer service, job search, etc.

Ensure completion and submission of vouchers for payment.

General II

Collaborate with Management Adult Day Habilitation Services by ensuring effective Prevocational Training Program, ensuring process for identifying individuals for the program, and that the program is designed well to prepare individuals for the performance of useful paid work in a Vocational Training Center or community. It may involve training in basic work skills and counseling as required for a typical employment setting.

Provide direction to a variety of service models while fostering the Arc of Union County's mission and philosophical values of quality care.

Provide oversight in service delivery to individuals with deficits in the following areas: Sensory/motor, cognitive abilities, communication, social interaction and sociability, self-direction, self- care/independent living skills, behavioral concerns, health, employment and determine relative need for services and supports.

Provide oversight to ensure service recipients are supported and assisted in educational, enrichment or recreational activities as outlined in his/her Service Plan including community involvement.

Ensure service recipients receive age-appropriate education and training to acquire the skills and experience needed to participate in the community, consistent with the participant's Individual Service Plan. This may include activities to support participants with building problem-solving skills, self-help, social skills, adaptive skills, daily living skills, and leisure skills. Activities and environments are designed to foster the acquisition of skills, building positive social behavior and interpersonal competence, greater independence and personal choice.

Assure programming which promotes individual interactions and experiences by emphasizing on age-appropriate community experiences, and offering a variety of activities and choices.

Oversee that planning, supports and assistance are provided to service recipients as outlined in their Service Plans to enhance inclusion in the community.

Oversee planning of service recipients' indoor and group outings to community events, leisure and educational activities in the community.

Plan and assure that each service recipients participates in out of program community outing and/or experiences at least three times a week.

Design and ensure implementation of an Annual Program Schedule for the Assistant Director of Employment Services & Vocational Supports and Program Supervisors to enhance delivery of varied therapeutic enhancement activities.

Oversee the assessment of therapeutic elements for individuals served and consultation with support team as needed for an appropriate resolution i.e. lack of motivation in programs, inability to socialize.

Provide supervision, coaching, mentoring, training and direction to Assistant Director of Employment Services & Vocational Supports, Program Administrator, Business Operations and all staff. Ensure promotion of teamwork and trust through effective leadership and role modeling.

Provide management oversight for workforce development programs, DVRS and Community Employment.

Assure the availability of staff development resources and that opportunities are provided for all assigned staff.

Develop proposals for program enhancement for submission to the Associate Executive Director, Operations.

Ensure Assistant Directors are facilitating and providing direction on agency/departmental designed new employee on-boarding communications, expectations and administrative orientations.

Oversee the assembly of a successful management team and frontline staffing team.

Assure completion of Personnel Status Notice in a timely manner upon notification of staff status change or execution of approved status change; submission to next level supervisor consistent with protocol for review and further processing. Assure completion and submission of Personnel Requisition as necessary in a timely manner for prompt position posting and hiring of staff.

Assess management staff performance on a regular basis and ensure full implementation of departmental and agency goals.

Assure the implementation of comprehensive community integration, recreation, programming and service delivery systems as designed and in accordance with Supports Program Standards, , DDD, DVRS, DOL, department/agency expectations, and CARF accreditation standards.

Assure processing of donation requests annually on behalf of individuals served for invitation to Courier News Wish Book for the Benefit of Individuals served.

Monitor and assure compliance with all personnel and program policies/procedures. Provide guidance and assure consistency on agency progressive discipline policy.

Seek guidance from immediate supervisor on managerial and supervisory matters for desired administrative outcomes.

Assure required administrative and HR authorizations prior to executing personnel actions.

Assure required prior administrative review of letters, correspondences etc. intended for external distribution.

Oversee the development and monitoring of staff schedules and assure the appropriate coverage required to provide the highest quality of service delivery.

Regularly audit operational staff schedules and assure alignment with department/administration/HR/budget and program description records.

Monitor budget used and assure resources are utilized within the framework of the approved budget. Recommend budget modifications as required to assure effective and efficient service delivery.

Generate and reconcile requisitions, audit and validate expenses on receipts/invoices. Execute the agency procurement policies, procedures and duties.

Audit utilization of budgeted staffing hours and assure compliance.

Responsible for the operation, quality, integrity, and financial success of the Workforce Development, DVRS, and Supported Employment programs.

Act as a Lead in the development and management of financial and operating budgets in the Workforce Development, DVRS, and Supported Employment etc.

Foster and maintain positive employee/management relations; develop an atmosphere of cooperation and teamwork.

Responsible for scheduling and facilitating Monthly Assistant Directors and Supervisors Management Meetings to provide training; assure a productive flow of communication and address service recipients' programmatic related issues.

Establish and implement appropriate management controls to assure effective and efficient use of agency resources including staff, finance, and equipments in compliance with agency budgets.

Monitor budget used and assure resources are utilized within the framework of the approved budget. Recommend budget modifications as required to assure effective and efficient service delivery.

Provide oversight on staff's time sheets review and submission to payroll for processing.

Provide oversight on auditing and validation of expenses on receipts/invoices.

Review monthly "Expense Report" correlated with requisitions processed/associated Records of Expense.

Assure the development, maintenance and accounting for all financial records and reports for program and service recipients' finances. Ensure effective management of agency petty cash and service recipients' funds, proper documentations and appropriate practices consistent with agency policy. Assure financial report is submitted on a timely manner.

Inform executive designee about any potential operational problems or issues.

Assure that all program sites and equipment are maintained in a manner providing safety and comfort to all individuals served and staff members.

Visit programs routinely to get staff input/feedback, interact with staff/service recipients and observe service delivery relative to operational objectives. Assess, evaluate and review programmatic practices. Observe and assess management staff on service delivery methods, and practices in conformance with department objectives. Provide guidance, support and mentoring as needed.

Work in conjunction with support team members to assure all licensure and accreditation standards are met or exceeded. Prepare and assure that each program attains CARF accreditation, DVRS Annual Review Certification and oversee the development of the plan of correction relative to deficiencies featured on inspection/audit reports.

Assure program (s) attain an overall performance rating of 88% or higher in internal and external expectation, objective, conformity audits/reviews.

Assure program operational practices align with DDD, DVRS, SPM, DOL, CQL, Supports Program Standards, and Agency Standards etc.

Assure service delivery practices aligns with CARF accreditation and fulfillment of other requirements including record structure, conference participations, periodic reporting etc. Ensure the programs are fully prepared for a successful DVRS Annual Review Certification and attainment of a 3 year CARF Accreditation or the highest level of certification/accreditation.

Assure Assistant Director of Employment Services & Vocational Supports and Program Administrator, Business Operations have designed a training plan for the development of Service Recipients, Supervisors and all employees under capacity.

Collaborate with Agency Directors to assure effective communications to enhance the quality of services and meet the program, department and agency objectives and goals.

Assure timely, thorough and effective communications regarding service recipient and operations to all appropriate parties including but not limited to program staff, support staff, supervisors, directors and/or administration.

Market DVRS and Supported Employment to the community and other external relevant parties to build a referral base and garner potential placement referrals.

Chair the Vocational/Day Program Admissions meetings, serve as liaison with DDD, DVRS, schools families and other referral sources, complete meeting minutes and correspond in a timely fashion with referral sources and Arc programs and Directors to assure appropriate and efficient placements.

Facilitate referral interviews and participate in intake and admission meetings in order to assure appropriate intakes; ensure completion of pre-admission documentation and secure all new admission documents consistent with licensing, Day Habilitation, DVRS, CMS, DDD and agency policies.

Assure all required information and documentations for service recipient's placement are obtained and filed for effective plan development, effective service delivery, fulfillment of Center for Medicaid Services, DVRS Annual Review Certification, CARF Accreditation requirements and agency objectives.

Assure each service recipient has a current Individual Service Plan (ISP), IP, a Person Centered Plan (PCPT) or Service Detail Report (SDR) etc.

Review provided information related to the individual, including the Person Centered Planning Tool (PCPT), previous ISP(s), IP, available assessments, and evaluation data, as appropriate/relevant.

Participate actively in the planning of team meetings and work cooperatively to achieve consensus in the spirit of the ISP operating principles. Participate in the IDT, ISP process and assure identified goals are accomplished in accordance with Agency policies. Assure correct implementation of ISP objectives and development of Behavior Plans as needed.

Oversee implementation of skill development, Behavior plans, ISP and other plans as developed and directed.

Ensure that Assistant Directors are running Therap activity report daily, auditing and verifying that each staff logs into Therap Daily and reviews all logs, Email, & S.Comm as required, each staff rotates daily in attending to or supporting different individuals in program, each staff rotate in various shift tasks namely: Rotation in community activities facilitation, Rotation in Med Administration & Meal prep, Rotation in Hygiene Support & Life Skills Training, Rotation in program cleaning, Rotation in Therap Data entry, Rotation in checking off on shift tasks as designated in Therap etc.

To ensure that the agency is able to bill Medicaid for the services provided, assure that Assistant Directors are running Therap ISP Data report to ensure every shift has inputted data daily (Daily Tracking) on Therap for the service (s) provided to the service recipient directly i.e. personal care goals, ISP/IHP goals.

Ensure each program develops and implements a weekly shift assignment schedule outlining daily staff rotations in assignments.

Assure recording of data (in Therap) relative to assigned outcomes for service recipients including ISP tracking, Daily Training Record (DTR) etc.

Assure completion, review and timely distribution of monthly reports, ISP reporting, financial report etc for each service recipient, agency petty cash report for each program or any other report as directed.

Responsible for completing and forwarding the Program's Quarterly Newsletter to Associate Executive Director, Operations for timely review and approval prior to distribution to families, guardians and/or residential providers.

Plan and facilitate four meeting opportunities throughout the year March (Family Fan Hour), June (open house/Show Case), September (Back to Fall Night) and December (End of Year Celebration) for families/guardians to interact with the agency staff in interest of ameliorating the networking and face-to-face interactions between families and agency professionals.

Plan and facilitate Annual Meet and Greet with Showcase families/residential providers for service presentations, fun time and much more.

Ensure implementation of a process that notifies Support Team and directing a special team meeting to be scheduled whenever there is a significant change in the individual's status.

Review periodically the ISP document and report inconsistencies in service recipients' support needs (Ambulation, Self-Care, Behavioral & Medical) to appropriate agency personnel. Assure thorough dissemination of identified individual needs data into appropriate databases.

Assure effective preparation by Assistant Director, supervisors towards participation in individuals' served planning processes (IDT, ISP) and assure identified goals are accomplished in accordance with agency and state standards.

Assure that the Assistant Director promptly scans the Nutrition Audit Report/Findings Report into the E Drive shared folder labeled "Department of Residential & Adult Day Prog-Nutritionist Consultant Audit Report" and notifies Residential' s Assistant Directors, Supervisors, Assistant Supervisor, and healthcare supports through groups emails for access, prompt review follow up and/or timely and effective implementation.

Assure that the Assistant Director facilitates and implements recommendations made by the Nutrition Consultant promptly.

Review and approve individual Evacuation Evaluations.

Assure effective coordination and integration of all individuals' services offered within and outside the agency.

Attend and participate in all meetings, conferences, seminars, and committees as assigned or as necessary for successful completion of agency and the departmental goals.

Assure timely, thorough and effective communications regarding service recipient to all appropriate parties including but not limited to program staff, supervisors, directors and/or administration.

Assure timely, thorough and effective communications regarding program, employee operations, to all appropriate parties including but not limited to program staff, supervisor, director and/or executive designee.

Responsible for ensuring that, upon notification of qualifying or active incident, appropriate measures are taken consistently with agency policies, procedures and training, and support is directed toward the staff and the service recipient involved in a crisis. Provide guidance, direction, intervention, etc. and ensure that incidents meeting the criteria of Unusual Incident Report are reported through automated UIR/GER documentation, standardized notifications activated as indicated through DDD circular and Arc of Union County trainings.

Responsible for ensuring that, upon notification of an employee involvement on accident at work, the appropriate measures are taken consistently with agency policies and procedures. Provide guidance, direction, and assure claim is reported through standardized notification including Employee Accident Report, Root Cause Analysis documentation.

Actively support all agency policies and procedures to all internal and external contacts.

Oversee preparation of programs for external audits including DVRS Annual Review, DDD, CMS, CARF, CQL, etc.

Have a thorough understanding of Departmental Operational Plan, Agency Strategic Plan, and Human Resource Policies.

Assure the appropriate review, timely reporting and investigating of all unusual incidents, allegations, or charges pertaining to individuals served, staff or programs as well as timely and accurate submission of UIR.

Identify emerging needs of service recipients'/staff/program. Develop and coordinate a plan of action with Assistant Director, Day Habilitation, support staff, administration and/or external sources to provide appropriate responses to meet those needs within the guidelines of the agency.

Assure Assistant Director, Workforce Development, Vocational and Employment Services provides proactive planning for programs relative to unexpected events such as inclement weather; coordinate and communicate decision making to promote service recipients/staff safety and prevent crisis.

Audit (Medical/Financial, Facility), review, and inspect programs to assure operational practices, records and facility systems are consistent with CARF, DDD, CMS, DHS, HUD, CCW standards, and programs are operating within departmentally established guidelines and are maintaining progressive improvements in designated areas of performance including Quality Assurance etc.

Assure facilitation of employee Administrative Orientation and ongoing training on agency policies and procedure. Ensure the signed orientation documentation is obtained, filed and distributed as required. Responsible for auditing training records regularly, assuring registration of staff for training and assuring that all staff members are fully trained in all DDD trainings, meet criteria of a minimum of 12 Hours of Professional Development completed annually, State trainings, etc. assure proper re-certifications, monitoring attendance and addressing training attendance performance in a timely manner.

Ensure that staff members are fully trained on program specific trainings, department, agency and DDD trainings, and meet criteria of a minimum of 12 Hours of Professional Development completed annually, etc Orient and train all assigned staff in Program specific and agency policies and procedures; monitor, and evaluate staff performance in trainings and compliance with all policies and procedures.

Complete all supervisory trainings as designated and attend professional development management workshop as directed.

Complete Routine, Monthly, Quarterly or Business Director's Reports as required and submit promptly as directed.

Maintain program certification records, audits and other inspection reports and ensure they are current.

Facilitate proactive planning for programs relative to unexpected events such as inclement weather, coordinate and communicate decision making to assure service recipients and staff safety.

Inform executive designee and update records in a timely manner regarding guardian's refusal to comply with agency service delivery polices/procedures, provision of required documents, or declination to consent to service delivery, e.g. medical treatment, community integration activities, photograph taking/publication, etc.

Facilitate training as assigned.

Participate in Ad hoc agency committee (s) as assigned.

Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within profession/job specific guidelines, including wearing appropriate attire, being a role model for staff, service recipients etc.

Must fully cooperate with all investigations, inspections, etc. internally and externally including full cooperation with the Department of Human Services, the Division of Developmental Disabilities, or any other duly authorized person regarding the care and service given to individuals' served by this Agency.

This is an active role position which requires a minimum of standing for 3 to 4 hours, ability to lift or transfer up to 35 lbs, and ability to push/pull a wheel chair with an adult occupant as needed. Ability to apply Agency Training Crisis Management Techniques when necessary consistent with criteria as trained; the techniques includes Punch Blocks, Kick Blocks, Bear Hug, Basket hold and Take Down.

Must be able to intervene and apply the appropriate verbal de-escalation and/or physical intervention techniques during a crisis in accordance with agency policies and procedure.

Initiate "on call" procedures with respect to arising incidents including 911 emergency calls, life threatening incidents, and/or operational breakdown etc. and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Responsible to report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

The agency may assign employees to any duties and to any work site it deems necessary in its sole discretion.

This is an administrative position; you are required to communicate abrupt absence directly to your supervisor/operation management and verbally handover (not necessary physically) responsibilities to your supervisor for the smooth operation of programs and the safety and wellbeing of the service recipients. This position requires four (8) weeks' notice prior to leaving or resignation.

I have received this job description. I have read it and understand all the requirements and responsibilities herein contained. I further understand that this is not a comprehensive listing of all tasks, which may be assigned, and The Arc of Union County has the right to amend this job description as necessary to meet the organization's needs. I understand that failure to comply with this job description and/or subsequent changes will result in my removal as an employee.

_____ _____

Employee Signature **Date**

_____

Employee Full Name

The Arc of Union County, Inc.
Assistant Director, Workforce Development, Supported Employment & Employment Services - Job Description

Summary: Under the direction of the Director, Workforce Development, Supported Employment & Employment Services, the Assistant Director, is responsible for oversight of community employment, vocational services and Social Service Programs, including but not limited to Supported Employment, work adjustment, School to Career Transition, facility based vocational training/Community Rehabilitation Program and Vocational Evaluation Services, Job Coaching, Pre-Vocational Training Opportunities, Workforce Development, Transition services, DDD Long Term Follow Along, and DVR Vouchers as assigned. The incumbent is responsible for workforce development to vulnerable individuals and individuals with developmental disabilities. This position will initiate a process, which will maximize competitive employment of persons with disabilities.

The Assistant Director, Workforce Development, Supported Employment & Employment Services assists in acquisition of contract and sub-contract work and facilitates the development of production and quality specifications for all work performed. The incumbent is responsible for workforce development to vulnerable individuals and individuals with developmental disabilities. The Assistant Director, Workforce Development, Supported Employment & Employment Services provides management and supervision oversight of the DVRs and facilitates activities of individuals with developmental and intellectual disabilities individuals in facility employment to train and improve vocational skills for gainful employment through productive work. The incumbent will facilitate the set-up process for new contract work and instruct staff and service recipients in all aspects of contract requirements, work specifications and quality standards. The Assistant Director, Workforce Development, Supported Employment & Employment Services facilitates availability of inventory and supplies for the work sites. This position is responsible for time studies, pricing, proper calculation of consumer wages and oversight of related billing in compliance with Department of Labor (DOL), Labor and Workforce Development (LWD), WIOA, In & Out of School Youth (OSY), WFNJ-NJLWD and all appropriate regulatory authorities.

The Assistant Director, Workforce Development, Supported Employment & Employment Services assures assistance of service recipients in obtaining and maintaining community-integrated employment, overseeing admissions, training individuals in specific job functions in a person-centered environment. The incumbent oversees programming is designed to assist in school and out of school youth and adults with the necessary tools they'll need in order to successfully secure high-quality employment.

The Assistant Director, Workforce Development, Supported Employment & Employment Services promotes an environment that delivers high quality training to job seekers through customized training segment and to help individuals transition from unemployment to work. The incumbent ensures that service recipients have access to competitive employment, education, vocational training, job readiness, placement and support services to succeed in the labor market. Oversees effective job search and placement assistance, career counseling, elimination of barriers that affect attainment of employment and ensures provision of high-quality careers.

The Assistant Director, Workforce Development, Supported Employment & Employment Services will develop and maintain relationships with businesses, schools and community groups to networking and developing partnerships that will result in accessing appropriate employment, volunteer and other meaningful opportunities for the individuals we serve. This position will promote work opportunities for service recipients by diversifying the population served, through new initiatives, job development, vocational services, pre-vocational services, job readiness, training, placement and/or and employment opportunities. The Assistant Director Workforce Development, Vocational and Employment Services will assure that vocational skill development opportunities are available for all individuals participating in Arc of Union County's programs. This position will provide on-the-job assistance to individuals as assigned, and will develop and maintain all employment related records and documentation, as required.

The Assistant Director, Workforce Development, Supported Employment & Employment Services oversees programming designed to assist in school and out of school youth and adults with the necessary tools they'll need in order to successfully secure high-quality employment. The incumbent promotes an environment that delivers high quality training to job seekers through customized training segment and to help individuals transition from unemployment to work. The incumbent ensures that service recipients have access to competitive employment, education, training, and support services to succeed in the labor market. The Assistant Director Workforce Development, Vocational and Employment Services oversees effective job search and placement assistance, career counseling, elimination of barriers that affect attainment of employment and ensures provision of high-quality careers.

The Assistant Director, Workforce Development, Supported Employment & Employment Services oversees the delivery of training toward success in attaining ABE, GED, basic skills and knowledge necessary to function effectively as workers and lifelong learners in a competitive labor market. Assures that the programming is designed to rehab barriers to employment, assist in-school and out of school youth and adults with the necessary tools they'll need in order to successfully secure high-quality employment

This position is responsible for facilitating all activities related to Billing, Accounts Receivable, Accounts Payable, as well as, support for all other financial operations of the programs.

The Assistant Director, Workforce Development, Supported Employment & Employment Services will assure compliance with program policies and procedures, and ensure that the programs operate in a safe, therapeutic and efficient manner. This position is responsible to ensure that all programming provides education and training to acquire the skills and experience needed to participate in the community, consistent with the participant's Service Plan. This includes activities supporting participants with building problem-solving skills, self-help, social skills, vocational skills, adaptive skills, and daily living skills. Activities and environments are designed to foster the acquisition of employment skills, building positive social behavior and interpersonal competence, greater independence and personal choice.

The incumbent provides oversight to ensure implementation of strategies necessary to assist the individual in progressing toward his/her personally defined outcomes as indicated in the Individual Service Plan (ISP). This position requires thorough knowledge of Fee for Service

model system. The incumbent is a member of a support team that assesses individual support needs and determining relative need for services. The incumbent provides oversight and ensures that supportive services are delivered for all individuals, and provide training, and advocacy to be employed in real jobs for competitive wages.

The incumbent is responsible for the overall management and supervision of assigned programs within The Arc of Union County. The Assistant Director, Workforce Development, Supported Employment & Employment Services is responsible for providing programmatic direction and leadership to all assigned programs. The incumbent will assemble staffing teams and directly supervise Employment coaches, Supervisors, Supervisors Vocational Training Center, Education Instructors, Vocational Evaluators, and other agency personnel as assigned or required. This position is responsible for staff evaluations and personnel actions. The incumbent will provide oversight in the assembly of staffing teams and assure the development of staff competencies. The Assistant Director Workforce Development and Employment Services will assure a high level of quality program supervision and service delivery in accordance with a "Person Centered" philosophy to enhance achievement of full social inclusion, independence, and personal and economic wellbeing.

The Assistant Director, Workforce Development, Supported Employment & Employment Services will ensure that all DVRs and Supported Employment Services are maintained in acceptable practice and appropriate conditions at all times for successful DVR Monthly and Annual audit, DOL subminimum Wage Audit/Certification and Certification, Vocational Rehabilitation Certification renewal, City Fire Safety Certification and full accreditation by CARF, etc.

This position requires completion of DDD System Mandatory Training Bundle within 90 days of hire, DDD and Agency Orientations, other designated trainings and a minimum of 12 Hours of Professional Development completed annually. This position requires that information related to service recipient, employees, and program operations, is handled, channeled, managed and delivered professionally to the appropriate and right personnel or party consistent with agency and department policy.

Skills: This position requires Proficiency in Windows software, Ability to use a data entry software such as Therap, Ability to complete Shift and Individual Served ISP Data entry in web based electronic platform. This position requires excellent interpersonal and conceptual skills, proficiency in all areas of service listed herein; strong management, leadership, planning and communication skills; ability to manage information effectively; knowledgeable on staffing function and employment related legislations; ability to diagnose and resolve problems, inspire and provide guidance to supervisors and work with various disciplines; ability to make managerial decisions and taking action; ability to utilize proficiency in windows software, spreadsheets, audit invoices, submit invoices, review expense reports and understand and apply matrices for service recipient attendance, roster management, revenue, staffing ratios, and work force/staffing management relative to budget; knowledgeable of Fee for Service model system.

This is an exempt position and the incumbent reports to the Director, Employment and Vocational Services.

Qualifications: Master Degree in Vocational Rehabilitation, Professional Counseling or related field; plus a minimum of three years of experience managing vocational training programs for adults with disabilities and supervisory responsibilities with proven success encompassing all areas above. Minimum 5 years of successful middle level to upper management supervisory, programmatic, operations and administrative experience required. Experience in facilitating social service programs for vulnerable population including assisting individual's transition from unemployment to work, have access to competitive employment, education, vocational training, job readiness, and placement and support services to succeed in the labor market. Experience in overseeing delivery of literacy training toward attaining ABE, GED, basic skills. Experience in managing a Vocational Training workshop facility for contract/sub-contract work for individuals with intellectual disabilities required. Experience in community job development, service recipient advocacy and job skills development required. Experience in evaluation with strong focus on strength identification and understanding of community employment required. Must have thorough knowledge of all U.S. DOL Wage and Hour Division Special Minimum Wage Rates under Section 14(C) of the Fair Labor Standards Act, DVRS, DDD, WFNJ/NJLWD, WIOA, CARF, and other external regulations and requirements. Demonstrate strong management, leadership, planning and communication skills. Certification by the Commission on Rehabilitation Counselor Certification or the Commission of Certification of Work Adjustment and Vocational Evaluation Specialists, and/or professional membership in the National Rehabilitation Counseling Association or other credential Association. Demonstrated successful experience in supported employment, program oversight and community outreach. Strong management, leadership, planning and communication skills required. Flexibility and sense of humor. Demonstrated ability to thrive and perform in an ever-changing, fast paced and demanding environment. Must be 21 years of age or older. Must have a valid New Jersey driver's license and abstract (not to exceed 5 points), and ability to meet agency insurability requirements. Complete State/Federal Criminal Background checks and Central Registry checks.

Major Position Responsibilities

Promote an "Employment First" policy at The Arc to provide opportunities for all individuals served to obtain jobs in the community. Maintain positive open communications regarding employment and potential employment with individuals served, Career Services, Residential and Financial staff, families, guardians and employers.

Ensure that all Vocational/ U.S. DOL Wage and Hour Division Special Minimum Wage Rates under Section 14(C) of the Fair Labor Standards Act, DVRS, WFNJ/NJLWD, WIOA, Certification standards, and CARF are met relative to program operations and service delivery.

Facilitate fulfillment of all Task Analysis Procedures to ensure that job expectations and operations are understood by establishing a detailed task analysis of a job prior to commencing with a job.

Facilitate fulfillment of all protocols to deliver vocational rehabilitative services to individuals in Extended Employment Program including File Establishment, Task Analysis, Time Studies, Quote formulation, Quote provision to Customer, accepted new rate filings and consumer pay, customer billing rates relayed to Finance and contract revision processed.

Facilitate fulfillment of Piece Rate Time Study Procedures related to Individuals who work on paid contracts or perform a service that benefits others, whether it is the customer or the Arc of Union County, receives wages commensurate with the work or service performed.

Facilitate and assure at least a three-step process description in Task Analysis participation by staff and not persons with disability as required by DOL.

Facilitate accurate payment to individuals, in accordance with State and Federal Wage and Hour Regulations, by assuring implementation of procedures established as guidance on how to conduct piece rate time studies.

Facilitate timely, proper and accurate time studies every six months or when processes change as required and factor results into formulating appropriate pay rate to service recipients.

Facilitate conduction of prevailing wage survey and adjustment of prevailing rates paid to individuals.

Facilitate application of Prevailing Wage to individual rates by Billing Department.

Facilitate accurate, proper and timely application of Time Studies, legitimate and verifiable Prevailing Wage Surveys and consistent implementation and follow through on data obtained.

Run a report promptly to measure functionality and self-management skills masterly level for service Individuals in the Community Rehabilitation (Work center) and follow through as required including goal modification etc.

Run a report promptly to measure work production technical proficiency/statistics Masterly Level Attainment by service Individuals in the Community Rehabilitation (Work center) and follow through as required by ensuring the individuals operating at mastery efficiency are paid at federal minimum wage per, receive job skill training or readiness, rotate off to different jobs including meaningful or competitive employment etc.

Meet potential sponsors and schedule speakers from the community to introduce businesses and resources to the Arc.

Review data entry completed by staff including contract work documentation.

Review and submit payroll time sheets for service recipients.

Establish and maintain clear systems for receipts and dispatch of goods.

Responsible for receiving voucher, completing report, submitting invoice and establishing receivables record timely and accurately.

Provide billing invoices, vouchers, etc., to the Finance Department for further review and processing. Work with Finance Department to generate invoices for work that has been completed to bill for contract work performed.

Assure availability of required billing documentations.

Complete monthly reports such as Meer Report, Quarterly Reports, other county reports/state and submit to the main office for distribution.

Provide oversight to quarterly plans and reports.

Serve as a contract salesperson; develop, and maintain relationships with businesses, existing customers and community groups that will result in appropriate employment opportunities for our service recipients.

Monitor the quality of work performed and develop methodology to assure that all specifications are met.

Ensure a sufficient and steady flow of suitable and varied production contract work, seek new customers, and gain contracts from new and existing customers.

Maintain a safe and effective environment for service recipients and staff as defined in policies and procedures and in conformance with U.S. DOL Wage and Hour Division Special Minimum Wage Rates under Section 14(C) of the Fair Labor Standards Act, DVRS, DDD, WFNJ/NJLWD, WIOA, CARF, and other external regulations and requirements., NJ and Federal regulations (OSHA), etc.

Communicate effectively with the Production Supervisor and other program supervisors as needed to ensure smooth and accurate contract coordination, excellent quality control and accurate billing.

Assure that sales goals are met, and enhance net revenue/gains.

Prepare all required administrative documentation related to production contracts as assigned and in accordance with the standards of the agency and any governmental or accrediting agency requirements. This will include but not limited to time studies, proposal outcomes, bid estimations and contracts, work orders, job instruction sheets, monthly billing, monthly activity reports, etc.

Facilitate conduction of Time Studies. Perform time studies, task analysis and other production related required assignments to establish appropriate bid documents, rates and determination of suitability of potential work assignments for individuals served.

Responsible for monitoring and maintaining records on all production and quality aspects of contract/sub-contract work and assuring all contract specifications are met.

Assure the preparation, submission, monitoring and maintenance of all required documentation including procurement, production and quality of contract/sub-contract work in accordance with agency, CARF, DOL, DVR, OSHA and DDD standards.

Responsible for submitting and or entering the names of all individuals receiving any Therap Tracking System for attendance, case notes etc. and assure proper staff training to complete

attendance, case notes daily to enhance efficient billing, measurement of services provided and service monitoring.

Maintain inventory records pertaining to all jobs in progress and assure adequate supply of inventory at each work site.

Provide direction and follow-up to staff and drivers to assure adherence with distribution/shipping schedules.

Serve as liaison with contractors/employers to resolve any problems related to scheduling, quality and distribution of contract/sub-contract work.

Develop and follow-up leads on procurement of contract and sub-contract work.

Work with Department Director to prepare and present quotations to various entities.

Participate in the identification of funding sources and in the development and submission of grant proposals related to functional area services and responsibilities.

Develop and implement a system to evaluate all referrals from internal and external sources and provide appropriate information regarding employability to parties involved.

Provide employment\vocational skills development training to service recipients and facilitate related staff in-service trainings, which includes scheduling community visits off-site.

Design environments for learning which promote independent decision making by individuals served.

Assure assignment of service recipients to specific tasks, such as cleaning, sorting, assembling, repairing, or hand packing products or components.

Demonstrate job duties to service recipients and observe workers performing tasks to ensure understanding of job duties.

Examines work piece visually to verify adherence to specifications.

Consult with service recipients to explain and/or demonstrate task again to resolve work related difficulties.

Consult with DVRS counselors, parents, and other professionals to discuss client progress; resolve challenges relating to behavior, learning, and determine priorities for service recipients and their resource needed as they relate to Transitional Services.

Promote placement and training of service recipients in competitive and supported employment positions in community work settings.

Promote job development, job advocacy and job matching, for service recipients, and as needed on the job training and follow-up services. Serve as an employment advocate in the community and within the agency for individuals served. Maximize the number of successful job placements of service recipients.

Create good job matches based on interests, abilities and needs, determine work-site appropriateness for the individuals served and work with employers to recommend and facilitate job/facility accommodations as required for maximum success.

Network, develop and maintain positive relationships with local businesses, identify job opportunities, placement, training and support of individuals served in competitive and supported employment positions in community work settings. Advocate for and place adults and students in jobs or job sampling opportunities as available.

Responsible for vocational evaluation/Job development and complete all required reports in a timely manner.

Attend meetings with DVRS and community employer organizations to enhance the goal of gaining competitive employment for service recipients.

Responsible for maintaining/monitoring all program functions including supportive employment, job development, job advocacy, job matching, on the job training; support and follow along services for individuals served through The Arc of Union County.

Screen all program employment related records and documentation for adults and students, as required.

Assure the profitability of Employment Services programs including Transition, Evaluations, and Job Development and Placement, etc.

Serve as lead job coach as needed and assure the efficient operations of supported employment and related services.

Serve as liaison to facilitate vouchers and agreements for the provision of employment related services.

Responsible to assure the preparation and submission of all required administrative documentation, referrals, production, progress reports, attendance, billing for services, proposals, contracts, etc. in accordance with agency, local, State and federal regulations and CARF, DVRS, DDD and Department of Labor standards.

Assist in the development of formal marketing plans and documents to foster the growth of Transition, Vocational Evaluation, Supported Employment and Job Placements, for individuals served by The Arc of Union County.

Assist in the development of new initiatives to grow the agency's service capacity; work toward developing new opportunities for a diverse population, and provide trainings and pre-vocational opportunities for individuals served.

Assure structured education, vocational training and enhancing opportunities for individuals served.

Provide appropriate levels and techniques of training and support for individual's placements to assure individuals served job skills meet position's responsibilities.

Model, monitor and reinforce job related skills and behaviors to assure stability in employment. Foster independence and competitive employment.

Work cooperatively with the Sales, Marketing and Production components internally and externally to maximize efficiency and effectiveness.

Develop and implement a system to evaluate all referrals from internal and external sources, and provide appropriate information regarding employability to parties involved.

Provide employment/vocational skills development training to individuals, and facilitate related staff in-service trainings. Design environments for learning which promote independent decision making by individuals served.

Coordinate, implement and grow our School-To-Career Transition program with sending school districts. Write reports and attend IEP meetings as indicated.

Provide assessments that determine individual employment objectives, assets and limitation in the context of work environments in which the individual might function, and include specific recommendations to reduce or eliminate barriers to achieve employment objectives. Use state-of-the-art techniques in assessing the potential and needs of referrals, and maintain records as required for all persons evaluated.

Establish objective evaluation measures such as rate data, frequency and interval data, and any other quantifiable indices of job/work proficiency as well as critical work related skills and behaviors.

Maximize competitive employment opportunities and successful outcomes, by providing direct support/coaching and evaluation at community work sites, as required.

Develop, implement and/or monitor Pre-Placement/Work Adjustment Training Plans for all those individuals entering these services.

Assure the development and monitor all annual, semi-annual and quarterly narrative reports.

Develop curriculum for and facilitate groups to enhance individuals' work related skills, e.g. Job Club, Life Skills, and Interviewing Techniques.

Facilitate screening and coordinate Intake for all candidates for Employment Services.

Monitor progress and complete reports as needed for all individuals receiving job coaching services through DVRS, etc.

Meet regularly with the Director Workforce Development and Employment Services on service recipient payroll and overall departmental billing to assure consistency on all vendor/contractor/customer issues on billing.

Verify vendor invoices and adjustments for accurate account coding and amount due.

Develop and maintain effective procedures to match attendance records with fee for service billing, invoices/purchase orders with delivery receipts, etc. to ensure accurate billing and payments for all funding sources, or vendors.

Develop and regularly prepare comprehensive spreadsheets for accounting and financial reporting.

Audit and analyze billing statements to ensure that accounts receivable are current, accurate and follow through as necessary.

Ensure accurate and timely input of all vendor invoices/vouchers to the general ledger system. Maintain a chronological record for payable registers.

Establish and maintain an effective system for monitoring all invoices due for payment.

Utilize excellent customer service methods for all support and collection matters. Reconcile accounts on a monthly basis including resolution of any discrepancies with appropriate parties.

Assure completion of accurate and timely monthly billing for the provision of services whether on a contractual or fee for service basis.

Assist staff in preparing individuals for employment through proper pre/employment orientation i.e. schedules, work rules, interviewing skills, job duties, appropriate attire, social behaviors, etc.

Assist in arising crisis as per agency guidelines. Develop a working knowledge and cooperative relationship with community employers, provider agencies, groups, and organizations.

Outline job instructions for performance in format consistent with need of individual served. After initial employer training, demonstrate the job skills to staff/ individuals, and assist individuals with performance and comprehension of processes and performance requirements.

Review and assist individuals/staff with planning clothing, transportation, and communication requirements prior to job placement.

Observe the individuals/staff at job sites, watching for performance of duties as well as appearance, hygiene, interaction with others, and their ability to follow instruction and accept direction from supervisors and co-workers.

Serve as the facilitator between the individual and the employer. Discuss and set up strategies with the individual's support coordinator to minimize any future issues/ problems.

Provide a "Person Focused" approach to employment advocacy and on-the-job-training to all assigned individuals, including work schedule flexibility to meet their employment needs.

Plan and coordinate all transportation requirements including conducting "travel training" for individuals as needed.

Responsible for the placement and training of individuals in competitive, supported employment and job sampling positions in a community work setting.

Continuously develop and maintain professional contact with employers in the local labor market to assure placement opportunities for our individuals.

Perform job and task analysis, plan and coordinate all transportation needs, develop and maintain salary and benefits data for potential placement positions, including performing a prevailing wage survey at least annually.

Conduct Vocational Evaluations for service recipients, transition students, including center-based assessments and setting up and coordinating community assessments.

Prepare and submit reports to funding sources for all evaluated individuals. These reports will focus on employability strengths, as well as areas that need improvement.

Determine work-site appropriateness for service recipients and work with employers to recommend and facilitate job/facility accommodations as required.

Develop networking with employers and nonprofit organizations, utilizing employing teaching principles, understanding applicable regulations, and complete detailed reports as appropriate.

Provide oversight of DDD funded community training/employment including but not limited to Supported Employment, Vocational Evaluation, Transition services and Adult Day Programs, as assigned.

Plan and coordinate staffing coverage and activities for all assigned case loads, transitional students from out of school and connecting them with DVR or from DVR to employment, or from work site to work site.

Facilitate and coordinate employment process for service recipients.

Facilitate vocational and information literacy skills for service recipients to expand their opportunities to obtain meaningful employment in the community. This includes data entry skills training, computer literacy, customer service etc.

Assure oversight of referral vouchers including Work Skills and Life Skills Evaluations as needed, training service recipients on various skills such as data entry, computer, computer literacy, customer service, job search, etc. Complete the voucher for payment.

Collaborate with Management Adult Day Habilitation Services by ensuring effective Prevocational Training Program, ensuring process for identifying individuals for the program, and that the program is designed well to prepare individuals for the performance of useful paid work in a Vocational Training Center or community. It may involve training in basic work skills and counseling as required for a typical employment setting.

Provide oversight in service delivery to individuals with competencies in the following areas: Sensory/motor, cognitive abilities, communication, social interaction and sociability, self-direction, self care/independent living skills, behavioral concerns, health, school experience, and employment and determine relative need for services and supports.

Provide oversight to ensure service recipients are supported and assisted in educational, enrichment or recreational activities as outlined in his/her Service Plan including community involvement.

Assure programming which promotes individual interactions and experiences by emphasizing on age-appropriate community experiences, and offering a variety of activities and choices.

Assure planning, supports and assistance are provided to service recipients in educational, enrichment or recreational activities as outlined on their Service Plans to enhance inclusion in the community.

Assure planning of service recipients' indoor and group outings to community events, leisure and educational activities in the community.

Plan and assure that each service recipients participates in out of program community outing and/or experiences at least three times a week.

Design Annual Activity Schedule for Program Supervisors and assure that Program Supervisors have Developed/Designed varied discipline lessons for review and approval by department head.

Assess therapeutic elements for the individuals served and consult with support team as needed for an appropriate resolution i.e. lack of motivation in programs, inability to socialize.

Develop positive, cooperative relationships with service recipients, families, guardians, staff, Support staff, volunteers, all agency departments/functional components, and community members including, DOL, CARF, DDD, and other State/Federal and Local agencies.

Oversee employment of qualified personnel in a timely and efficient manner.

Complete Personnel Status Notice in a timely manner upon receiving notification of staff status change or upon executing approved status change, submit to next level supervisor consistent with protocol for review and further processing. Complete and submit Personnel Requisition as necessary in a timely manner for prompt position posting and hiring of staff.

Employ, train and maintain a list of at least 5 Day Employment Support Professional Substitutes.

Assemble proficient and consistent management and Day Employment Support team.

Recommend program procedures and policies which ensure safe and secure efficient program operations in accordance with agency as well as external requirements, and which meet the agency mission and "Person Centered" standards.

Visit programs routinely to get staff input/feedback, interact with staff/service recipients and observe service delivery relative to operational objectives. Assess, evaluate and review programmatic practices. Observe and assess management staff on service delivery methods,

styles and practices in conformance with department objectives. Provide guidance, support and mentoring as needed.

Audit, review, and inspect programs to assure operational practices, records and program systems are consistent with DVRS, DOL, WFNJ/NJLWD, WIOA, CARF, DDD, DHS, CCW standards and Agency standards etc.

Develop a working knowledge of DVRS, DDD, WFNJ/NJLWD, WIOA, and CARF regulations and Agency Policies and Procedures.

Assure the completion of all required documentation/records and administrative assignments pertaining to service recipients, programs, staff and agency administration in accordance with agency, DVRS, DOL, WFNJ/NJLWD, WIOA, CARF, DDD, DHS, CCW and/or other funding sources standards and requirements.

Support and assure that programs maintain required certifications, standards and manuals and attainment of or the highest level of certification/accreditation.

Facilitate and provide on agency/departmental designed new employee on-boarding communications, expectations and administrative orientations.

Facilitate employee Administrative Orientation and ongoing training on agency policies and procedure. Secure the signed orientation documentation, file and distribute as required. Responsible for auditing training records regularly, register staff for training and assure that all staff members are fully trained in all DDD trainings meet criteria of a minimum of 12 Hours of Professional Development completed annually, State trainings, etc. assure proper re-certifications, monitoring attendance and addressing training attendance performance in a timely manner.

Ensure that staff members are fully trained on program specific trainings, department, agency and DDD trainings, and meet criteria of a minimum of 12 Hours of Professional Development completed annually, etc Orient and train all assigned staff in Program specific and agency policies and procedures; monitor, and evaluate staff performance in trainings and compliance with all policies and procedures.

Complete all supervisory trainings as designated and attend professional development management workshop as directed.

Audit new, or configured Medication Administration Records (MARs) in a timely manner, comparing MAR to prescription and Bubble pack to assure accuracy. Assure ongoing monitoring and documentation of medication administration, medication counts, and reordering as well as service recipients health needs. Identify any emerging health needs and notify appropriate personnel.

Assure adequate medication refills, adequate medication supply at all times and proper medication administration standards.

Assure staff members are writing the date, the time and their initials on the bubble pack/bingo cards after administering medication.

Conduct meticulous random medication pack/bingo cards audits to ascertain proper medication administration and charting.

Assure programs have adequate Personal Protective Equipments, cleaning supplies, etc.

Flexible to support staff, program, department or agency in completing outstanding projects, tasks or operational needs and serve on agency committees as assigned.

Audit and maintain policies, procedures and systems which involve service recipients, agency funds and agency property, use of agency and contract resources applicable to assigned programs and assure compliance with all DHS, DVRS, DOL, WFNJ/NJLWD, WIOA, CARF, DDD, DHS, CCW standards, governmental and agency regulations and requirements. Ensure routinely agency property and funds are safeguarded.

Assure the development, maintenance and accounting of all financial records and reports for program and service recipients' finances.

Ensure effective management of agency petty cash and service recipients' funds, proper documentations appropriate practices consistent with agency policy.

Assure financial report is submitted on time.

Monitor and assure compliance with all personnel and program policies/procedures related to staff and administrative requirements. Assure system update or record revision upon service recipient's, staffing or environmental/facilities.

Seek guidance from immediate supervisor on managerial and supervisory matters for desired administrative outcomes.

Assure required administrative and HR authorizations prior to executing personnel actions.

Assure required prior administrative review of letters, correspondences etc. intended for external distribution.

Fosters and maintains positive employee/management relations; develop an atmosphere of cooperation and teamwork.

Schedule and facilitate monthly Supervisors management meetings to provide training, assure a productive flow of communications, and to also address service recipients' and program related issues.

Provide supervision, coaching, mentoring, training and direction for management staff, all assigned staff and other personnel as directed. Promote teamwork and trust through effective leadership and role modeling.

Monitor budget used and assure resources are utilized within the framework of the approved budget. Recommend budget modifications as required to assure effective and efficient service delivery.

Generate and reconcile requisitions, audit and validate expenses on receipts/invoices. Execute the agency procurement policies, procedures and duties.

Monitor and ensure that staff is following assigned schedules as well as clocking in/out payroll procedures. Review, approve and submit to payroll system time sheets for staff.

Understand and comply with Agency mission and strategic plans. Assure that program goals aligns with the agency's mission.

Partner with Agency Support Staff to enhance the quality of services and meet the Program, department and Agency goals and objectives. Follow through on recommendations from Nurses, Behaviorists, Maintenance Department, Transportation Department, Case managers, DVRS Auditors etc.

Respect confidentiality of all information pertaining to service recipients, employees and others throughout the Agency.

Chair the Pre-Admission Meeting, complete the Pre-Admission Documentation, and secure all new admission documentation consistent with licensing, state and agency regulations. Assure successful admission into program.

Assure program (s) attain an overall performance rating of 88% or higher in internal and external expectation, objective, conformity audits/reviews.

Assure all required information and documentations for service recipient's placement and service delivery are obtained and maintained in service recipient's record file for effective plan development, effective service delivery, successful DVR Annual Review, acquisition of Highest CARF Accreditation, U.S. DOL Wage And Hour Division Special Minimum Wage Rates Under Section 14(C) Of The Fair Labor Standards Act Audit, fulfillment of Center for Medicaid Services requirements and agency objectives.

Assure program operational practices align with Supports Program Standards, and Agency Standards etc. Ensure each program is fully prepared for a successful DVR Annual Review, U.S. DOL Wage and Hour Division Special Minimum Wage Rates Under Section 14(C) Of The Fair Labor Standards Act.

Assure each service recipient has a current Individual Service Plan (ISP), a Person Centered Plan (PCPT) or Service Detail Report (SDR).

Review provided information related to the individual, including the PCPT, previous ISP(s), available assessments, and evaluation data, as appropriate/relevant.

Actively participate in planning team meetings, and work cooperatively in achieving consensus in the spirit of the ISP operating principles. Participate in IDT, ISP process and assure identified goals are accomplished in accordance with Agency policies. Ensure correct implementation of ISP objectives and Behavior Plans as written.

Oversee implementation of skill development, Behavior plans, ISP's and other plans as developed and directed.

Run Therap activity report, audit and verify that each staff logs into Therap Daily and reviews all logs, Email, & S.Comm as required, each staff rotates daily in attending to or supporting different individuals in program, each staff rotates in various shift tasks namely: Rotation in community activities facilitation, Rotation in Med Administration & Meal prep, Rotation in Hygiene Support & Life Skills Training, Rotation in program cleaning, Rotation in Therap Data entry, Rotation in checking off on shift tasks as designated in Therap etc.

To ensure that the agency is able to bill Medicaid for the services provided, run Therap ISP Data report daily to ensure every shift has inputted data daily (Daily Tracking) on Therap for the service (s) provided to the service recipient directly i.e. personal care goals, ISP/IHP goals. Ensure immediate correction of any missed entries.

Ensure each supervisor develops and implements a weekly shift assignment schedule outlining daily staff rotations in assignments.

Ensure recording of data (in Therap) relative to assigned outcomes for service recipients including ISP tracking, Daily Training Record (DTR) etc.

Ensure completion, review and timely submission of monthly reports for service recipients including ISP reporting, service recipients' finances, agency petty cash, etc.

Notify the Support Team and/or request a special team meeting to be scheduled whenever there is a significant change in the individual's status.

Review, periodically, the ISP document and report inconsistencies in service recipients' support needs (Ambulation, Self-Care, Behavioral & Medical) to appropriate agency personnel.

Responsible for receiving Nutrition Audit Report/Findings and immediately scan the report to the E Drive shared folder labeled "Department of Residential & Adult Day Prog-Nutritionist Consultant Audit Report" into the respective program's folder and notify Residential' s Assistant Directors, Supervisors, Assistant Supervisor, and healthcare supports through groups emails for access, prompt review follow up and/or timely and effective implementation.

Responsible for following up on recommendations made by the Nutrition Consultant and facilitation of implementation by front line staff.

Developing and updating, together with the Supervisors service recipients' Emergency Evacuation Plans.

Ensure the programs are implementing a comprehensive and person centered community integration and recreation program for the individuals served.

Facilitate donation requests annually on behalf of service recipients' invitations to Courier News Wish Book, for the Benefit of service recipients.

Facilitate staff meetings to assure a productive flow of communications and to address service recipients' and program related issues.

Attend and participate in all service and professional meetings, conferences, seminars, workshops and committees as assigned or as necessary for successful completion of agency and the Department of Adult Day Services functional goals.

Assure timely, thorough and effective communications regarding service recipient to all appropriate parties including but not limited to program staff, supervisors, directors and/or administration.

Assure timely, thorough and effective communications regarding program, employee operations, to all appropriate parties including but not limited to program staff, supervisor, director and/or executive designee.

Responsible for ensuring that, upon notification of qualifying or active incident, appropriate measures are taken consistently with agency policies, procedures and training, and support is directed toward the staff and the service recipient involved in a crisis. Provide guidance, direction, intervention, etc and ensure that incidents meeting the criteria of Unusual Incident Report are reported through automated UIR/GER documentation, standardized notifications activated as indicated through DDD circular and Arc of Union County trainings.

Responsible for ensuring that upon notification of an employee accident at work, appropriate measures is taken consistently with agency policies and procedures. Provide guidance, direction, and assure claim is reported through standardized notification including Employee Accident Report, Root Cause Analysis documentation.

Actively support all agency policies and procedures to all internal and external contacts.

Prepare programs for external audits including DVRs Monthly Reviews, Annual Certification review, CCW, CARF, DOL etc.

Demonstrate a thorough understanding Departmental of Operational Plan, Agency Strategic Plan, and Human Resource Policies.

Assure the appropriate review, reporting and investigating of all unusual incidents, allegations, or charges pertaining to service recipients, staff or programs.

As part of the supervisory and monitoring responsibilities of this position, the incumbent may be required to train staff as directed; this will include but not be limited to activity planning, community integration, etc.

Serve, when necessary, as backup for Workforce, Vocational, Employment Support staff/Supervisor to ensure proper coverage and care for service recipients.

Provide proactive planning for programs relative to unexpected events such as inclement weather; coordinate and communicate decision making to assure service recipients' and staff safety.

Audit (Medical/Financial, Facility), review, and inspect programs to assure operational practices, records and facility systems are consistent with Day CARF Standards, DDD, DHS, CCW standards, programs are operating within departmentally established guidelines and are maintaining progressive improvements in designated areas of performance including Quality Assurance etc.

Inform Director, Employment and Vocational Services and update records in a timely manner regarding guardian's refusal to comply with agency service delivery polices/procedures, provision of required documents, or declination to consent to service delivery, e.g. medical treatment, community integration activities, photograph taking/publication, etc.
Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within profession/job specific guidelines, including wearing appropriate attire, being a role model for staff, service recipients etc.

Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within profession/job specific guidelines, including wearing appropriate attire, being a role model for staff, service recipients etc.

Must fully cooperate with all investigations, inspections, etc. internally and externally including full cooperation with the Department of Human Services, the Division of Developmental Disabilities, or any other duly authorized person regarding the care and service given to individuals' served by this Agency.

This is an active role position; it requires a minimum of standing for 3 to 4 hours, ability to lift or transfer up to 35 lbs and to push/pull a wheel chair with an adult occupant as needed. Ability to apply Agency Training Crisis Management Techniques when necessary consistent with criteria as trained; the techniques includes Punch Blocks, Kick Blocks, Bear Hug, Basket hold and Take Down.

This position requires driving a vehicle. It may require operating manual devices such as hydraulic lifts, wheelchair lifts, vehicle doors, etc. for the purpose of transporting service recipients.

Must be able to intervene and apply the appropriate verbal de-escalation and/or physical intervention techniques during a crisis in accordance with agency policies and procedure.

Initiate "on call" procedures with respect to arising incidents including 911 emergency calls, life threatening incidents, and/or operational breakdown etc. and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Responsible to report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Responsible to report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients.

The agency may assign employees to any duties and to any work site it deems necessary in its sole discretion.

This is an administrative position; you are required to communicate abrupt absence directly to your supervisor/operation management and verbally handover (not necessary physically) programs to your supervisor for the smooth operation of programs and the safety and wellbeing of the service recipients.

This position requires four (4) weeks' notice prior to leaving or resignation.

I have received this job description. I have read it, and understand all the requirements and responsibilities herein contained. I further understand that this is not a comprehensive listing of all tasks, which may be assigned, and The Arc of Union County has the right to amend this job description as necessary to meet the organization's needs. I understand that failure to comply with this job description and/or subsequent changes will result in my removal as an employee.

_____ _____

Employee Signature **Date**

_____

Employee Full Name

The Arc of Union County, Inc.

Program Administrator Workforce Development and Employment Services - Job Description

Summary: Under the direction of the Assistant Director, Workforce Development, Supported Employment & Employment Services is responsible for oversight of community employment, vocational services and Social Service Programs, including but not limited to Supported Employment, work adjustment, School to Career Transition, facility based vocational training/Community Rehabilitation Program and Vocational Evaluation Services, Job Coaching, Pre-Vocational Training Opportunities, Workforce Development, Transition services, DDD Long Term Follow Along, and DVR Vouchers as assigned. The incumbent is responsible for workforce development to vulnerable individuals and individuals with developmental disabilities. This position will initiate a process, which will maximize competitive employment of persons with disabilities.

The Program Administrator of Workforce Development, Supported Employment & Employment Services is assists in acquisition of contract and sub-contract work and facilitates the development of production and quality specifications for all work performed. The incumbent is responsible for workforce development to vulnerable individuals and individuals with developmental disabilities. The Program Administrator, Workforce Development, Supported Employment & Employment Services provides management and supervision oversight of the DVRs and facilitates activities of individuals with developmental and intellectual disabilities individuals in facility employment to train and improve vocational skills for gainful employment through productive work. The Program Administrator Workforce Development, Supported Employment & Employment Services availability of inventory and supplies for the work sites. This position is responsible for providing instruction, support and supervision of service recipients in community-integrated and agency Supported Employment settings.

The Program Administrator Workforce Development, Supported Employment & Employment Services assures assistance of service recipients in obtaining and maintaining community-integrated employment, overseeing admissions, training individuals in specific job functions in a person-centered environment. The incumbent oversees programming is designed to assist in school and out of school youth and adults with the necessary tools they'll need in order to successfully secure high-quality employment.

The Program Administrator Workforce Development, Supported Employment & Employment Services promotes an environment that delivers high quality training to job seekers through customized training segment and to help individuals transition from unemployment to work. The incumbent ensures that service recipients have access to competitive employment, education, vocational training, job readiness, placement and support services to succeed in the labor market. Oversees effective job search and placement assistance, career counseling, elimination of barriers that affect attainment of employment and ensures provision of high-quality careers.

The Program Administrator Workforce Development, Supported Employment & Employment Services will develop and maintain relationships with businesses, schools and community groups to networking and developing partnerships that will result in accessing appropriate employment, volunteer and other meaningful opportunities for the individuals we serve. This position will promote work opportunities for service recipients by diversifying the population served, through new initiatives, job development, vocational services, pre-vocational services, job readiness,

training, placement and/or and employment opportunities. The Program Administrator Workforce Development, Supported Employment & Employment Services will assure that vocational skill development opportunities are available for all individuals participating in Arc of Union County's programs. This position will provide on-the-job assistance to individuals as assigned, and will develop and maintain all employment related records and documentation, as required.

The Program Administrator Workforce Development, Supported Employment & Employment Services oversees programming designed to assist in school and out of school youth and adults with the necessary tools they'll need in order to successfully secure high-quality employment. The incumbent promotes an environment that delivers high quality training to job seekers through customized training segment and to help individuals transition from unemployment to work. The incumbent ensures that service recipients have access to competitive employment, education, training, and support services to succeed in the labor market. The Program Administrator Workforce Development, Vocational and Employment Services oversees effective job search and placement assistance, career counseling, elimination of barriers that affect attainment of employment and ensures provision of high-quality careers.

The Program Administrator Workforce Development, Supported Employment & Employment Services oversees the delivery of training toward success in attaining ABE, GED, basic skills and knowledge necessary to function effectively as workers and lifelong learners in a competitive labor market. Assures that the programming is designed to rehab barriers to employment, assist in-school and out of school youth and adults with the necessary tools they'll need in order to successfully secure high-quality employment

This position is responsible for facilitating all activities related to Billing, Accounts Receivable, Accounts Payable, as well as, support for all other financial operations of the programs.

The Program Administrator Workforce Development, Supported Employment & Employment Services will assure compliance with program policies and procedures, and ensure that the programs operate in a safe, therapeutic and efficient manner. This position is responsible to ensure that all programming provides education and training to acquire the skills and experience needed to participate in the community, consistent with the participant's Service Plan. This includes activities supporting participants with building problem-solving skills, self-help, social skills, vocational skills, adaptive skills, and daily living skills. Activities and environments are designed to foster the acquisition of employment skills, building positive social behavior and interpersonal competence, greater independence and personal choice.

The incumbent provides oversight to ensure implementation of strategies necessary to assist the individual in progressing toward his/her personally defined outcomes as indicated in the Individual Service Plan (ISP). This position requires thorough knowledge of Fee for Service model system. The incumbent is a member of a support team that assesses individual support needs and determining relative need for services. The incumbent provides oversight and ensures that supportive services are delivered for all individuals, and provide training, and advocacy to be employed in real jobs for competitive wages.

The incumbent is responsible for the overall management and supervision of assigned programs within The Arc of Union County. The Program Administrator Workforce Development, Supported Employment & Employment Services is responsible for providing programmatic direction and leadership to all assigned programs. The incumbent will assemble staffing teams and directly supervise Employment coaches, Supervisors, Supervisors Vocational Training Center, Education Instructors, Vocational Evaluators, and other agency personnel as assigned or required. This position is responsible for staff evaluations and personnel actions. The incumbent will provide oversight in the assembly of staffing teams and assure the development of staff competencies. The Program Administrator Workforce Development and Employment Services will assure a high level of quality program supervision and service delivery in accordance with a "Person Centered" philosophy to enhance achievement of full social inclusion, independence, and personal and economic well being.

The Program Administrator Workforce Development, Supported Employment & Employment Services will ensure that all DVRs and Supported Employment Services are maintained in acceptable practice and appropriate conditions at all times for successful DVR Monthly and Annual audit, Certification, Vocational Rehabilitation Certification renewal, City Fire Safety Certification and full accreditation by CARF, etc.

This position requires completion of DDD System Mandatory Training Bundle within 90 days of hire, DDD, SE, DOL, Agency Orientations and other designated trainings including trainings provided by the Mental Health Association, The Bogg's center etc. and a minimum of 12 Hours of Professional Development completed annually.

Skills: This position requires Proficiency in Windows software, Ability to use a data entry software such as Therap, Ability to complete Shift and Individual Served ISP Data entry in web based electronic platform. This position requires excellent interpersonal and conceptual skills, proficiency in all areas of service listed herein; strong management, leadership, planning and communication skills; ability to manage information effectively; knowledgeable on staffing function and employment related legislations; ability to diagnose and resolve problems, inspire and provide guidance to supervisors and work with various disciplines; ability to make managerial decisions and taking action; ability to utilize proficiency in windows software, spreadsheets, audit invoices, submit invoices, review expense reports and understand and apply matrices for service recipient attendance, roster management, revenue, staffing ratios, and work force/staffing management relative to budget; knowledgeable of Fee for Service model system.

This is an exempt position and the incumbent reports to the Assistant Director Workforce Development, Supported Employment & Employment Services.

Qualifications: Bachelor Degree in Vocational Rehabilitation, Professional Counseling or related field; plus a minimum of five years of experience managing vocational training programs for adults with disabilities and supervisory responsibilities with proven success encompassing all areas above. Minimum 5 years of successful middle level to upper management supervisory, programmatic, operations and administrative experience required. Experience in facilitating social service programs for vulnerable population including assisting individual's transition from unemployment to work, have access to competitive employment, education, vocational training,

job readiness, and placement and support services to succeed in the labor market. Experience in overseeing delivery of literacy training toward attaining ABE, GED, basic skills. Experience in managing a Vocational Training workshop facility for contract/sub-contract work for individuals with intellectual disabilities required. Experience in community job development, service recipient advocacy and job skills development required. Experience in evaluation with strong focus on strength identification and understanding of community employment required. Must have thorough knowledge of all U.S. DOL Wage and Hour Division Special Minimum Wage Rates under Section 14(C) of the Fair Labor Standards Act, DVRS, DDD, WFNJ/NJLWD, WIOA, CARF, and other external regulations and requirements. Demonstrate strong management, leadership, planning and communication skills. Certification by the Commission on Rehabilitation Counselor Certification or the Commission of Certification of Work Adjustment and Vocational Evaluation Specialists, and/or professional membership in the National Rehabilitation Counseling Association or other credential Association. Demonstrated successful experience in supported employment, program oversight and community outreach. Strong management, leadership, planning and communication skills required. Flexibility and sense of humor. Demonstrated ability to thrive and perform in an ever-changing, fast paced and demanding environment. Must be 21 years of age or older. Must have a valid New Jersey driver's license and abstract (not to exceed 5 points), and ability to meet agency insurability requirements. Complete State/Federal Criminal Background checks and Central Registry checks.

Major Position Responsibilities

Promote an "Employment First" policy at The Arc to provide opportunities for all individuals served to obtain jobs in the community. Maintain positive open communications regarding employment and potential employment with individuals served, Career Services, Residential and Financial staff, families, guardians and employers.

Assures job seekers are assisted towards accessing high quality employment, education, career counseling, training, and support services to succeed in the labor market and to match employees with the skilled workers they need to compete in the global economy.

Facilitate fulfillment of all Task Analysis Procedures to ensure that job expectations and operations are understood by establishing a detailed task analysis of a job prior to commencing with a job.

Meet potential sponsors and schedule speakers from the community to introduce businesses and resources to the Arc.

Review data entry completed by staff including contract work documentation.

Review and submit payroll time sheets for service recipients.

Establish and maintain clear systems for receipts and dispatch of goods.

Responsible for receiving voucher, completing report, submitting invoice and establishing receivables record timely and accurately.

Provide billing invoices, vouchers, etc., to the Finance Department for further review and processing. Work with Finance Department to generate invoices for work that has been completed to bill for contract work performed.

Assure availability of required billing documentations.

Provide oversight to quarterly plans and reports.

Serve as a contract salesperson; develop, and maintain relationships with businesses, existing customers and community groups that will result in appropriate employment opportunities for our service recipients.

Monitor the quality of work performed and develop methodology to assure that all specifications are met.

Responsible for vocational assessments, evaluations/Job development and complete all required reports in a timely manner.

Attend meetings with Work First New Jersey/New Jersey Department of Labor and Workforce development (WFNJ/NJLWD), Out of School Youth (OSY), East and West Workforce Improvement Act (WIOA), DVRS, Community employers, etc to enhance the goal of gaining competitive employment for service recipients.

Ensure a sufficient and steady flow of suitable and varied production contract work, seek new customers, and gain contracts from new and existing customers.

Assure the preparation, submission, monitoring and maintenance of all required documentation including procurement, production and quality of contract/sub-contract work in accordance with agency, CARF, DOL, DVR, OSHA and DDD standards.

Assure the profitability of Employment Services and Social Services Programs including Transition, Evaluations, Assessments, and Job Development and Placement, etc.

Work with Department Director to prepare and present quotations to various entities.

Assure implementation of curriculum for pre-vocational, vocational and Social Programs and facilitate measures to enhance individuals' work related skills.

Participate in the identification of funding sources and in the development and submission of grant proposals related to functional area services and responsibilities.

Develop and implement a system to evaluate all referrals from internal and external sources and provide appropriate information regarding employability to parties involved.

Provide employment\vocational skills development training to service recipients and facilitate related staff in-service trainings, which includes scheduling community visits off-site.

Design environments for learning which promote independent decision making by individuals served.

Consult with DVRS counselors, parents, and other professionals to discuss client progress; resolve challenges relating to behavior, learning, and determine priorities for service recipients and their resource needed as they relate to Transitional Services.

Promote placement and training of service recipients in competitive and supported employment positions in community work settings.

Promote job development, job advocacy and job matching, for service recipients, and as needed on the job training and follow-up services. Serve as an employment advocate in the community and within the agency for individuals served. Maximize the number of successful job placements of service recipients.

Facilitates admissions, completes attendance and time sheets, conducts evaluations, assessments, trains individuals in specific job functions in a person-centered environment.

Responsible for submitting and or entering the names of all individuals receiving any Therap Tracking System for attendance, case notes etc. and assure proper staff training to complete attendance, case notes daily to enhance efficient billing, measurement of services provided and service monitoring.

Create good job matches based on interests, abilities and needs, determine work-site appropriateness for the individuals served and work with employers to recommend and facilitate job/facility accommodations as required for maximum success.

Network, develop and maintain positive relationships with local businesses, identify job opportunities, placement, training and support of individuals served in competitive and supported employment positions in community work settings. Advocate for and place adults and students in jobs or job sampling opportunities as available.

Responsible for vocational evaluation/Job development and complete all required reports in a timely manner.

Attend meetings with DVRS and community employer organizations to enhance the goal of gaining competitive employment for service recipients.

Responsible for maintaining/monitoring all program functions including supportive employment, job development, job advocacy, job matching, on the job training; support and follow along services for individuals served through The Arc of Union County.

Screen all program employment related records and documentation for adults and students, as required.

Assure the profitability of Employment Services programs including Transition, Evaluations, and Job Development and Placement, etc.

Conduct Vocational Assessments and Evaluations for service recipients, transition students and out of school youth, including center-based assessments and setting up and coordinating community assessments.

Serve as lead job coach as needed and assure the efficient operations of supported employment and related services.

Serve as liaison to facilitate vouchers and agreements for the provision of employment related services.

Responsible to assure the preparation and submission of all required administrative documentation, referrals, production, progress reports, attendance, billing for services, proposals, contracts, etc. in accordance with agency, local, State and federal regulations and CARF, DVRS, DDD and Department of Labor standards.

Assist in the development of formal marketing plans and documents to foster the growth of Transition, Vocational Evaluation, Supported Employment and Job Placements, for individuals served by The Arc of Union County.

Assist in the development of new initiatives to grow the agency's service capacity; work toward developing new opportunities for a diverse population, and provide trainings and pre-vocational opportunities for individuals served.

Assure structured education, vocational training and enhancing opportunities for individuals served.

Provide appropriate levels and techniques of training and support for individual's placements to assure individuals served job skills meet position's responsibilities.

Model, monitor and reinforce job related skills and behaviors to assure stability in employment. Foster independence and competitive employment.

Work cooperatively with the Sales, Marketing and Production components internally and externally to maximize efficiency and effectiveness.

Develop and implement a system to evaluate all referrals from internal and external sources, and provide appropriate information regarding employability to parties involved.

Provide employment/vocational skills development training to individuals, and facilitate related staff in-service trainings. Design environments for learning which promote independent decision making by individuals served.

Coordinate, implement and grow our School-To-Career Transition program with sending school districts. Write reports and attend IEP meetings as indicated.

Provide assessments that determine individual employment objectives, assets and limitation in the context of work environments in which the individual might function, and include specific recommendations to reduce or eliminate barriers to achieve employment objectives. Use state-of-the-art techniques in assessing the potential and needs of referrals, and maintain records as required for all persons evaluated.

Establish objective evaluation measures such as rate data, frequency and interval data, and any other quantifiable indices of job/work proficiency as well as critical work related skills and behaviors.

Maximize competitive employment opportunities and successful outcomes, by providing direct support/coaching and evaluation at community work sites, as required.

Develop, implement and/or monitor Pre-Placement/Work Adjustment Training Plans for all those individuals entering these services.

Assure the development and monitor all annual, semi-annual and quarterly narrative reports.

Develop curriculum for and facilitate groups to enhance individuals' work related skills, e.g. Job Club, Life Skills, and Interviewing Techniques.

Facilitate screening and coordinate Intake for all candidates for Employment Services.

Monitor progress and complete reports as needed for all individuals receiving job coaching services through DVRS, etc.

Meet regularly with the Director Workforce Development and Employment Services on service recipient payroll and overall departmental billing to assure consistency on all vendor/contractor/customer issues on billing.

Verify vendor invoices and adjustments for accurate account coding and amount due.

Develop and maintain effective procedures to match attendance records with fee for service billing, invoices/purchase orders with delivery receipts, etc. to ensure accurate billing and payments for all funding sources, or vendors.

Develop and regularly prepare comprehensive spreadsheets for accounting and financial reporting.

Audit and analyze billing statements to ensure that accounts receivable are current, accurate and follow through as necessary.

Ensure accurate and timely input of all vendor invoices/vouchers to the general ledger system. Maintain a chronological record for payable registers.

Establish and maintain an effective system for monitoring all invoices due for payment.

Utilize excellent customer service methods for all support and collection matters. Reconcile accounts on a monthly basis including resolution of any discrepancies with appropriate parties.

Assure completion of accurate and timely monthly billing for the provision of services whether on a contractual or fee for service basis.

Assist staff in preparing individuals for employment through proper pre/employment orientation i.e. schedules, work rules, interviewing skills, job duties, appropriate attire, social behaviors, etc.

Assist in arising crisis as per agency guidelines. Develop a working knowledge and cooperative relationship with community employers, provider agencies, groups, and organizations.

Outline job instructions for performance in format consistent with need of individual served. After initial employer training, demonstrate the job skills to staff/ individuals, and assist individuals with performance and comprehension of processes and performance requirements.

Review and assist individuals/staff with planning clothing, transportation, and communication requirements prior to job placement.

Observe the individuals/staff at job sites, watching for performance of duties as well as appearance, hygiene, interaction with others, and their ability to follow instruction and accept direction from supervisors and co-workers.

Serve as the facilitator between the individual and the employer. Discuss and set up strategies with the individual's support coordinator to minimize any future issues/ problems.

Provide a "Person Focused" approach to employment advocacy and on-the-job-training to all assigned individuals, including work schedule flexibility to meet their employment needs.

Plan and coordinate all transportation requirements including conducting "travel training" for individuals as needed.

Responsible for the placement and training of individuals in competitive, supported employment and job sampling positions in a community work setting.

Continuously develop and maintain professional contact with employers in the local labor market to assure placement opportunities for our individuals.

Conduct Vocational Evaluations for service recipients, transition students, including center-based assessments and setting up and coordinating community assessments.

Prepare and submit reports to funding sources for all evaluated individuals. These reports will focus on employability strengths, as well as areas that need improvement.

Determine work-site appropriateness for service recipients and work with employers to recommend and facilitate job/facility accommodations as required.

Develop networking with employers and nonprofit organizations, utilizing employing teaching principles, understanding applicable regulations, and complete detailed reports as appropriate.

Provide oversight of DDD funded community training/employment including but not limited to Supported Employment, Vocational Evaluation, Transition services and Adult Day Programs, as assigned.

Plan and coordinate staffing coverage and activities for all assigned case loads, transitional students from out of school and connecting them with DVR or from DVR to employment, or from work site to work site.

Facilitate and coordinate employment process for service recipients.

Facilitate vocational and information literacy skills for service recipients to expand their opportunities to obtain meaningful employment in the community. This includes data entry skills training, computer literacy, customer service etc.

Assure oversight of referral vouchers including Work Skills and Life Skills Evaluations as needed, training service recipients on various skills such as data entry, computer, computer literacy, customer service, job search, etc. Complete the voucher for payment.

Provide oversight in service delivery to individuals with competencies in the following areas: Sensory/motor, cognitive abilities, communication, social interaction and sociability, self-direction, self care/independent living skills, behavioral concerns, health, school experience, and employment and determine relative need for services and supports.

Provide oversight to ensure service recipients are supported and assisted in educational, enrichment or recreational activities as outlined in his/her Service Plan including community involvement.

Assure programming which promotes individual interactions and experiences by emphasizing on age-appropriate community experiences, and offering a variety of activities and choices.

Assure planning, supports and assistance are provided to service recipients in educational, enrichment or recreational activities as outlined on their Service Plans to enhance inclusion in the community.

Assure planning of service recipients' indoor and group outings to community events, leisure and educational activities in the community.

Plan and assure that each service recipients participates in out of program community outing and/or experiences at least three times a week.

Design Annual Activity Schedule for Program Supervisors and assure that Program Supervisors have Developed/Designed varied discipline lessons for review and approval by department head.

Assess therapeutic elements for the individuals served and consult with support team as needed for an appropriate resolution i.e. lack of motivation in programs, inability to socialize.

Develop positive, cooperative relationships with service recipients, families, guardians, staff, Support staff, volunteers, all agency departments/functional components, and community members including, DOL, CARF, DDD, and other State/Federal and Local agencies.

Oversee employment of qualified personnel in a timely and efficient manner.

Complete Personnel Status Notice in a timely manner upon receiving notification of staff status change or upon executing approved status change, submit to next level supervisor consistent with protocol for review and further processing. Complete and submit Personnel Requisition as necessary in a timely manner for prompt position posting and hiring of staff.

Employ, train and maintain a list of at least 5 Day Employment Support Professional Substitutes.

Assemble proficient and consistent management and Day Employment Support team.

Recommend program procedures and policies which ensure safe and secure efficient program operations in accordance with agency as well as external requirements, and which meet the agency mission and "Person Centered" standards.

Visit programs routinely to get staff input/feedback, interact with staff/service recipients and observe service delivery relative to operational objectives. Assess, evaluate and review programmatic practices. Observe and assess management staff on service delivery methods, styles and practices in conformance with department objectives. Provide guidance, support and mentoring as needed.

Audit, review, and inspect programs to assure operational practices, records and program systems are consistent with DVRS, DOL, WFNJ/NJLWD, WIOA, CARF, DDD, DHS, CCW standards and Agency standards etc.

Develop a working knowledge of DVRS, DDD, WFNJ/NJLWD, WIOA, and CARF regulations and Agency Policies and Procedures.

Assure the completion of all required documentation/records and administrative assignments pertaining to service recipients, programs, staff and agency administration in accordance with agency, DVRS, DOL, WFNJ/NJLWD, WIOA, CARF, DDD, DHS, CCW and/or other funding sources standards and requirements.

Support and assure that programs maintain required certifications, standards and manuals and attainment of or the highest level of certification/accreditation.

Facilitate and provide on agency/departmental designed new employee on-boarding communications, expectations and administrative orientations.

Facilitate employee Administrative Orientation and ongoing training on agency policies and procedure. Secure the signed orientation documentation, file and distribute as required. Responsible for auditing training records regularly, register staff for training and assure that all staff members are fully trained in all DDD trainings meet criteria of a minimum of 12 Hours of Professional Development completed annually, State trainings, etc. assure proper re-certifications, monitoring attendance and addressing training attendance performance in a timely manner.

Ensure that staff members are fully trained on program specific trainings, department, agency and DDD trainings, and meet criteria of a minimum of 12 Hours of Professional Development completed annually, etc Orient and train all assigned staff in Program specific and agency policies and procedures; monitor, and evaluate staff performance in trainings and compliance with all policies and procedures.

Complete all supervisory trainings as designated and attend professional development management workshop as directed.

Audit new, or configured Medication Administration Records (MARs) in a timely manner, comparing MAR to prescription and Bubble pack to assure accuracy. Assure ongoing monitoring and documentation of medication administration, medication counts, and reordering as well as service recipients health needs. Identify any emerging health needs and notify appropriate personnel.

Assure adequate medication refills, adequate medication supply at all times and proper medication administration standards.

Assure staff members are writing the date, the time and their initials on the bubble pack/bingo cards after administering medication.

sConduct meticulous random medication pack/bingo cards audits to ascertain proper medication administration and charting.

Assure programs have adequate Personal Protective Equipments, cleaning supplies, etc.

Flexible to support staff, program, department or agency in completing outstanding projects, tasks or operational needs and serve on agency committees as assigned.

Audit and maintain policies, procedures and systems which involve service recipients, agency funds and agency property, use of agency and contract resources applicable to assigned programs and assure compliance with all DHS, DVRS, DOL, WFNJ/NJLWD, WIOA, CARF, DDD, DHS, CCW standards, governmental and agency regulations and requirements. Ensure routinely agency property and funds are safeguarded.

Assure the development, maintenance and accounting of all financial records and reports for program and service recipients' finances.

Ensure effective management of agency petty cash and service recipients' funds, proper documentations appropriate practices consistent with agency policy.

Assure financial report is submitted on time.

Monitor and assure compliance with all personnel and program policies/procedures related to staff and administrative requirements. Assure system update or record revision upon service recipient's, staffing or environmental/facilities.

Seek guidance from immediate supervisor on managerial and supervisory matters for desired administrative outcomes.

Assure required administrative and HR authorizations prior to executing personnel actions.

Assure required prior administrative review of letters, correspondences etc. intended for external distribution.

Fosters and maintains positive employee/management relations; develop an atmosphere of cooperation and teamwork.

Schedule and facilitate monthly Supervisors management meetings to provide training, assure a productive flow of communications, and to also address service recipients' and program related issues.

Provide supervision, coaching, mentoring, training and direction for management staff, all assigned staff and other personnel as directed. Promote teamwork and trust through effective leadership and role modeling.

Monitor budget used and assure resources are utilized within the framework of the approved budget. Recommend budget modifications as required to assure effective and efficient service delivery.

Generate and reconcile requisitions, audit and validate expenses on receipts/invoices. Execute the agency procurement policies, procedures and duties.

Monitor and ensure that staff is following assigned schedules as well as clocking in/out payroll procedures. Review, approve and submit to payroll system time sheets for staff.

Maintain regular, reliable, and non-disruptive attendance is an essential job duty. Lack of adherence to assigned work schedule, abrupt call outs, patterned absences etc. undermines agency's obligation to provide consistent staffing, safe care and exerts hardship in the smooth operation of the program.

Understand and comply with Agency mission and strategic plans. Assure that program goals aligns with the agency's mission.

Partner with Agency Support Staff to enhance the quality of services and meet the Program, department and Agency goals and objectives. Follow through on recommendations from Nurses, Behaviorists, Maintenance Department, Transportation Department, Case managers, DVRS Auditors etc.

Respect confidentiality of all information pertaining to service recipients, employees and others throughout the Agency.

Chair the Pre-Admission Meeting, complete the Pre-Admission Documentation, and secure all new admission documentation consistent with licensing, state and agency regulations. Assure successful admission into program.

Assure program (s) attain an overall performance rating of 88% or higher in internal and external expectation, objective, conformity audits/reviews.

Assure all required information and documentations for service recipient's placement and service delivery are obtained and maintained in service recipient's record file for effective plan development, effective service delivery, successful DVR Annual Review, acquisition of Highest CARF Accreditation, U.S. DOL Wage And Hour Division Special Minimum Wage Rates Under Section 14(C) Of The Fair Labor Standards Act Audit, fulfillment of Center for Medicaid Services requirements and agency objectives.

Assure program operational practices align with Supports Program Standards, and Agency Standards etc. Ensure each program is fully prepared for a successful DVR Annual Review, U.S. DOL Wage and Hour Division Special Minimum Wage Rates Under Section 14(C) Of The Fair Labor Standards Act.

Assure each service recipient has a current Individual Service Plan (ISP), a Person Centered Plan (PCPT) or Service Detail Report (SDR).

Review provided information related to the individual, including the PCPT, previous ISP(s), available assessments, and evaluation data, as appropriate/relevant.

Actively participate in planning team meetings, and work cooperatively in achieving consensus in the spirit of the ISP operating principles. Participate in IDT, ISP process and assure identified goals are accomplished in accordance with Agency policies. Ensure correct implementation of ISP objectives and Behavior Plans as written.

Oversee implementation of skill development, Behavior plans, ISP's and other plans as developed and directed.

Run Therap activity report, audit and verify that each staff logs into Therap Daily and reviews all logs, Email, & S.Comm as required, each staff rotates daily in attending to or supporting different individuals in program, each staff rotates in various shift tasks namely: Rotation in community activities facilitation, Rotation in Med Administration & Meal prep, Rotation in Hygiene Support & Life Skills Training, Rotation in program cleaning, Rotation in Therap Data entry, Rotation in checking off on shift tasks as designated in Therap etc.

To ensure that the agency is able to bill Medicaid for the services provided, run Therap ISP Data report daily to ensure every shift has inputted data daily (Daily Tracking) on Therap for the service (s) provided to the service recipient directly i.e. personal care goals, ISP/IHP goals. Ensure immediate correction of any missed entries.

Ensure each supervisor develops and implements a weekly shift assignment schedule outlining daily staff rotations in assignments.

Ensure recording of data (in Therap) relative to assigned outcomes for service recipients including ISP tracking, Daily Training Record (DTR) etc.

Ensure completion, review and timely submission of monthly reports for service recipients including ISP reporting, service recipients' finances, agency petty cash, etc.

Notify the Support Team and/or request a special team meeting to be scheduled whenever there is a significant change in the individual's status.

Review, periodically, the ISP document and report inconsistencies in service recipients' support needs (Ambulation, Self-Care, Behavioral & Medical) to appropriate agency personnel.

Responsible for receiving Nutrition Audit Report/Findings and immediately scan the report to the E Drive shared folder labeled "Department of Residential & Adult Day Prog-Nutritionist Consultant Audit Report" into the respective program's folder and notify Residential' s Assistant Directors, Supervisors, Assistant Supervisor, and healthcare supports through groups emails for access, prompt review follow up and/or timely and effective implementation.

Responsible for following up on recommendations made by the Nutrition Consultant and facilitation of implementation by front line staff.

Developing and updating, together with the Supervisors service recipients' Emergency Evacuation Plans.

Ensure the programs are implementing a comprehensive and person centered community integration and recreation program for the individuals served.

Facilitate donation requests annually on behalf of service recipients' invitations to Courier News Wish Book, for the Benefit of service recipients.

Facilitate staff meetings to assure a productive flow of communications and to address service recipients' and program related issues.

Attend and participate in all service and professional meetings, conferences, seminars, workshops and committees as assigned or as necessary for successful completion of agency and the Department of Adult Day Services functional goals.

Assure timely, thorough and effective communications regarding service recipient to all appropriate parties including but not limited to program staff, supervisors, directors and/or administration.

Assure timely, thorough and effective communications regarding program, employee operations, to all appropriate parties including but not limited to program staff, supervisor, director and/or executive designee.

Responsible for ensuring that, upon notification of qualifying or active incident, appropriate measures are taken consistently with agency policies, procedures and training, and support is directed toward the staff and the service recipient involved in a crisis. Provide guidance, direction, intervention, etc and ensure that incidents meeting the criteria of Unusual Incident Report are reported through automated UIR/GER documentation, standardized notifications activated as indicated through DDD circular and Arc of Union County trainings.

Responsible for ensuring that upon notification of an employee accident at work, appropriate measures is taken consistently with agency policies and procedures. Provide guidance, direction,

and assure claim is reported through standardized notification including Employee Accident Report, Root Cause Analysis documentation.

Actively support all agency policies and procedures to all internal and external contacts.

Prepare programs for external audits including DVRs Monthly Reviews, Annual Certification review, CCW, CARF, DOL etc.

Demonstrate a thorough understanding Departmental of Operational Plan, Agency Strategic Plan, and Human Resource Policies.

Assure the appropriate review, reporting and investigating of all unusual incidents, allegations, or charges pertaining to service recipients, staff or programs.

As part of the supervisory and monitoring responsibilities of this position, the incumbent may be required to train staff as directed; this will include but not be limited to activity planning, community integration, etc.

Serve, when necessary, as backup for Workforce, Vocational, Employment Support staff/Supervisor to ensure proper coverage and care for service recipients.

Provide proactive planning for programs relative to unexpected events such as inclement weather; coordinate and communicate decision making to assure service recipients' and staff safety.

Audit (Medical/Financial, Facility), review, and inspect programs to assure operational practices, records and facility systems are consistent with Day CARF Standards, DDD, DHS, CCW standards, programs are operating within departmentally established guidelines and are maintaining progressive improvements in designated areas of performance including Quality Assurance etc.

Inform Director, Employment and Vocational Services and update records in a timely manner regarding guardian's refusal to comply with agency service delivery polices/procedures, provision of required documents, or declination to consent to service delivery, e.g. medical treatment, community integration activities, photograph taking/publication, etc.
Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within profession/job specific guidelines, including wearing appropriate attire, being a role model for staff, service recipients etc.

Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within profession/job specific guidelines, including wearing appropriate attire, being a role model for staff, service recipients etc.

Must fully cooperate with all investigations, inspections, etc. internally and externally including full cooperation with the Department of Human Services, the Division of Developmental Disabilities, or any other duly authorized person regarding the care and service given to individuals' served by this Agency.

This is an active role position; it requires a minimum of standing for 3 to 4 hours, ability to lift or transfer up to 35 lbs and to push/pull a wheel chair with an adult occupant as needed. Ability to apply Agency Training Crisis Management Techniques when necessary consistent with criteria as trained; the techniques includes Punch Blocks, Kick Blocks, Bear Hug, Basket hold and Take Down.

This position requires driving a vehicle. It may require operating manual devices such as hydraulic lifts, wheelchair lifts, vehicle doors, etc. for the purpose of transporting service recipients.

Must be able to intervene and apply the appropriate verbal de-escalation and/or physical intervention techniques during a crisis in accordance with agency policies and procedure.

Initiate "on call" procedures with respect to arising incidents including 911 emergency calls, life threatening incidents, and/or operational breakdown etc. and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Responsible to report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Responsible to report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients.

The agency may assign employees to any duties and to any work site it deems necessary in its sole discretion.

This is an administrative position; you are required to communicate abrupt absence directly to your supervisor/operation management and verbally handover (not necessary physically) programs to your supervisor for the smooth operation of programs and the safety and wellbeing of the service recipients.

This position requires four (4) weeks' notice prior to leaving or resignation.

I have received this job description. I have read it, and understand all the requirements and responsibilities herein contained. I further understand that this is not a comprehensive listing of all tasks, which may be assigned, and The Arc of Union County has the right to amend this job description as necessary to meet the organization's needs. I understand that failure to comply with this job description and/or subsequent changes will result in my removal as an employee.

_____ _____

Employee Signature **Date**

_____

Employee Full Name

The Arc of Union County, Inc.
Supervisor/Driver, DVR – Job Description

Summary: The Arc of Union County Inc. is a leading provider of Person Centered services to individuals with intellectual disabilities. Supervisor/Driver, DVR supervises and coordinates activities of individuals with developmental and intellectual disabilities individuals in facility employment to train and improve vocational skills for gainful employment through productive work. The Supervisor/Driver, DVR will set-up process for new contract work and instruct staff and service recipients in all aspects of contract work specifications and quality standards. The Supervisor/Driver is responsible for conducting prevailing wage survey and adjusting prevailing rates paid to individuals. The Supervisor/Driver, DVR, is responsible for transportation of goods for the production workshop/contract work. The incumbent is responsible for maintaining agency vehicles assigned to the workshop. Travel will be required for this position. The incumbent ensures the efficient production and quality control for all contract work through the Arc's day programs. Driver/Employment Support Professional is responsible for inventory and supplies, shipping and receiving. The incumbent is part of a team that completes attendance, prepares bills of lading, productivity and inventory counts for customers, and other required documentation relevant to production.

The Supervisor/Driver, DVR facilitates work activity within an agency Vocational Center or in a community work site. Tasks are performed either in small or large groups to support participants with building problem-solving skills, self-help, social skills, adaptive skills, daily living skills, and leisure skills. Activities and environments are designed to foster the acquisition of skills, building positive social behavior and interpersonal competence, greater independence and personal choice.

The Supervisor/Driver, DVR will assure compliance with program policies and procedures, and ensure that the programs operate in a safe, therapeutic and efficient manner. This position is responsible to ensure that all programming provides education and training to acquire the skills and experience needed to participate in the community, consistent with the participant's Service Plan. This include activities supporting participants with building problem-solving skills, self-help, social skills, adaptive skills, daily living skills, and leisure skills. Activities and environments are designed to foster the acquisition of skills, building positive social behavior and interpersonal competence, greater independence and personal choice.

The incumbent provides oversight to ensure implementation of strategies necessary to assist the individual in progressing toward his/her personally defined outcomes as indicated in the Individual Service Plan (ISP). This position requires thorough knowledge of Fee for Service model system. The incumbent is a member of a support team that assesses individual support needs and determines relative need for services.

The Supervisor/Driver, DVR is responsible for building a staffing team, staff supervision including Employment Coach, Employment Support Professional and other designated personnel and the evaluation of staff and the recommendation and execution of personnel actions when necessary. The incumbent will assure the development of staff competencies, and the quality of service delivery in assigned programs and in accordance with a "Person Centered" philosophy to enhance achievement of full social inclusion, independence, and personal and economic well-being.

Supervisor/Driver, DVR – Job Description

This position requires long periods of driving/standing and will require bending, lifting and carrying supplies and materials of significant weight as well as loading and unloading of materials at heights above five feet. This position requires flexibility and ability to adhere to the varying schedules.

This is a non-exempt position and the incumbent reports to the Assistant Director Workforce Development and Employment Services or designee.

This position requires completion of DDD System Mandatory Training Bundle within 90 days of hire, DDD, Vocational, DOL and Agency Orientations, other designated trainings and a minimum of 12 Hours of Professional Development completed annually.

This position requires that information related to service recipient, employee, program operations is handled, channeled, managed and delivered professionally to the appropriate and right personnel or party consistent with agency and department policy.

Skills: This position requires Proficiency in Windows software, Ability to use a data entry software such as Therap, Ability to complete Shift and Individual Served ISP Data entry in web based electronic platform. This position requires excellent interpersonal and conceptual skills, and Proficiency in all areas of service listed herein. Strong management, leadership, planning and communication skills required. Ability to manage information effectively. Ability to motivate staff, take responsibility for supervisory actions and establish quality controls. Knowledgeable of Fee for Service model system. Must be able to read, write and speak English. Must have basic computer and math skills. Willing and able to learn all areas of support, service and function outlined herein; having some familiarity, knowledge or experience in Social Supports Services/Individuals with developmental disabilities, Vocational training supports or Day Habilitation Supports. Demonstrate ability to relocate contract work to designated areas. Demonstrate ability to self-manage day to day tasks with minimal direct supervision. Demonstrate ability to use movable dock plates, pallet jacks (power or manual), and other equipment used in the moving and storing of materials. Demonstrate ability to load and unload materials. Must be able to successfully complete all required training programs and be able to follow directions and complete all assigned responsibilities. Must be able to read, write and speak English. Must have basic computer and math skills.

Qualifications: Minimum of one-year supervisory experience, plus three years of experience working with individuals with developmental disabilities; must have experience in DVR/Community Rehabilitation Program functions including conducting prevailing wage survey and adjusting of prevailing rates paid to individuals, production, scheduling and quality control, preferably in manufacturing/ warehouse environment. Knowledge of piecework and training staff in production techniques preferred. Willing to learn or some familiarity, knowledge or Experience in Vocational supports, Day Habilitation and/or Social Supports Services for Individuals with developmental disabilities. Demonstration of a thorough understanding of knowledge, abilities and skills outlined above. Flexibility and sense of humor. Demonstrated ability to thrive and perform in an ever-changing, fast paced and demanding environment. Bachelor degree required; degree in Social Services or supporting industry field of study preferred. Operating a manual or electric pallet jack; Box Truck driving experience required; Requires a Valid New Jersey driver's license (CDL not required) and abstract (not to exceed 5

points), and ability to meet agency insurability requirements. Complete State/Federal Criminal Background checks and Central Registry checks.

Major Position Responsibilities

Implement fulfillment of all Task Analysis Procedures to ensure that job expectations and operations are understood by establishing a detailed task analysis of a job prior to commencing with a job.

Implement fulfillment of all protocols to deliver vocational rehabilitative services to individuals in Extended Employment Program including File Establishment, Task Analysis, Time Studies, Quote formulation, Quote provision to Customer, accepted new rate filings and consumer pay, customer billing rates relayed to Finance and contract revision processed.

Implement fulfillment of Piece Rate Time Study Procedures related to Individuals who work on paid contracts or perform a service that benefits others, whether it is the customer or the Arc of Union County, assuring receives wages commensurate with the work or service performed.

Implement accurate payment to individuals, in accordance with State and Federal Wage and Hour Regulations, by assuring implementation of procedures established as guidance on how to conduct piece rate time studies.

Facilitate timely, proper and accurate time studies every six months or when processes change as required and factor results into formulating appropriate pay rate to service recipients.

Conduct prevailing wage survey and adjust prevailing rates paid to individuals

Inform the Assistant Director about the Application of the Prevailing Wage to individual rates by Billing Department.

Facilitate accurate, proper and timely application of Time Studies, legitimate and verifiable Prevailing Wage Surveys and consistent implementation and follow through on data obtained.

Run a report promptly to measure work skills masterly level for service Individuals in the Community Rehabilitation (Work center) and follow through as required.

Run a report promptly to measure Work Production Statistics Masterly Level Attainment by service Individuals in the Community Rehabilitation (Work center) and follow through as required by ensuring the individuals operating at mastery efficiency are will be paid at federal minimum wage per or rotate off to different jobs including competitive employment etc.

Conduction Time Studies.

Execute at least a three-step process description in Task Analysis participation by staff and not persons with disability as required by DOL.

Assist in maintaining an organized production area environment

Supervisor/Driver, DVR – Job Description

Assist with ensuring adequate inventory, supplies and efficient shipping and receiving operations.

Loads and unload box trucks. Perform onsite pickups.

Perform all necessary manual labor such as packing out, loading, unloading trucks, sorting boxes, wrapping skids, etc.

Maintain job tracking folders and required documentation for each operation.

Assist with goods and materials' movement.

Assist with building security, maintenance, access (Security awareness) etc. as indicated.

Support all workers and work sites in regards to safety, cleanliness and security.

Booking downstream loads, logistics, Bills of Lading, order creation, Operations calendar updates, etc.

Maintain supplies, tools, and assure maintenance for company vehicles.

Weigh/locate all pallets.

Drive company truck or van for pick up; ensure a timely, equitable distribution of production contracts and delivery of contract work or materials.

Complete pre-trip and post-trip inspections each time an agency vehicle is used.

Maintain agency vehicles in a clean, safe condition inside and outside and immediately notify the Production Supervisor or designate of any mechanical or other vehicle's related problem.

Maintain all vehicle fluid levels, e.g. oil, water, transmission fluid, gas or diesel fuel etc. at required levels to assure proper vehicle operation.

Operate assigned agency vehicles in accordance with all applicable state, local, and/or federal legislation as well as within agency guidelines.

Report to supervisor any infractions, issued ticket, summons, citation, while driving agency vehicles.

Report and complete vehicle accident reports as required, and immediately reported accidents to the appropriate management staff and to the proper authorities.

Operate power equipment safely including but not limited to power jacks, machines etc.

Handle the distribution of all production contract work throughout The Arc of Union County's day programs.

Work in partnership with the Program Administrator, Business Operations to ensure smooth and accurate contract coordination, including meeting all quality control requirements, production schedules of the customers and communications with vendors.

Responsible for receiving voucher, completing report, submitting invoice and establishing receivables record timely and accurately.

Responsible for submitting and or entering the names of all individuals receiving any Therap Tracking System for attendance, case notes etc. and assure proper staff training to complete attendance, case notes daily to enhance efficient billing, measurement of services provided and service monitoring.

Assist in completing attendance, providing billing invoices, vouchers, etc.,

Maintain a clean, safe and organized warehouse environment, adequate inventory, supplies, efficient shipping, and receiving operations.

Upkeep including cleanliness and regular maintenance of any assigned agency vehicle and related equipment including safety, emergency, and first aid equipment.

Assist service recipients with identifying their own unique abilities, vocational potential and develop existing skills to gain and maintain meaningful employment.

Support service recipients to prepare work materials for assigned contract work, tasks, etc.

Assure proper handling and efficient use of all agency supplies, materials and equipment used in the work environment.

Complete data entry for the work completed by service recipients.

Provide job specific instruction and supports including the use of adaptive technology and hands on coaching as necessary.

Provide pre-employment, on the job training, job coaching, retention services and follow along supports per each service recipients' individual needs and desires.

Assign individual to specific tasks, such as cleaning, sorting, assembling, repairing, or hand packing products or components.

Demonstrate job duties to service recipients and observe workers performing tasks to ensure understanding of job duties.

Examine work piece visually to verify adherence to specifications.

Consult with service recipients to explain and/or demonstrate task again to resolve work related difficulties.

Supervisor/Driver, DVR – Job Description

Consult with DVRS counselors, parents, and other professionals to discuss client progress; resolve challenges relating to behavior, learning, and determine priorities for service recipients and their resource needed as they relate to Transitional Services.

Perform evaluations with service recipients including but not limited to assessing the effects of cognitive and physical needs in relation to job related activities.

Assist as necessary in completing service recipient annual reviews-Meetings with State Program Monitors to review client goals.

Ensure all required information and documentations for service recipient's placement are obtained and maintained in service recipient's record file for effective plan development, effective service delivery, fulfillment of DDD requirements, Vocational requirements, Supports Program requirements, CARF standards, NJ and Federal regulations (OSHA) and agency objectives.

Ensure program operational practices align with Vocational Standards, Supports Program Standards, Agency Standards etc. Ensure the program is fully prepared for a successful Vocational Review and Certification, CARF review etc.

Implement the strategies necessary to assist the individual in progressing toward his/her personally defined outcomes as indicated in the Individual Service Plan (ISP), a Person Centered Plan (PCPT) or Service Detail Report (SDR).

Run Therap activity report, audit and verify that self and each staff logs into Therap Daily and reviews all logs, Email, & S.Comm as required, each staff rotates daily in attending to or supporting different individuals in program, each staff rotates in various shift tasks namely: Rotation in community activities facilitation, Rotation in Med Administration & Meal prep, Rotation in Hygiene Support & Life Skills Training, Rotation in program cleaning, Rotation in Therap Data entry, Rotation in checking off on shift tasks as designated in Therap etc.

To ensure that the agency is able to bill Medicaid for the services provided, run Therap ISP Data report daily to assure every shift has inputted data daily (Daily Tracking) on Therap for the service (s) provided to the service recipient directly i.e. personal care goals, ISP/IHP goals. Assure immediate correction of any missed entries.

Ensure recording of data (in Therap) relative to assigned outcomes for service recipients including ISP tracking, Daily Training Record (DTR) etc.

Ensure completion and timely submission of monthly reports including ISP reporting, service recipients' finances, agency petty cash, etc.

Document and communicate to support team, residential services, other providers etc. any changes on the service recipient needs or functional abilities in a timely manner.

Supervisor/Driver, DVR – Job Description

Plan, support and assist service recipients in educational, enrichment or recreational activities as outlined in his/her Service Plan to enhance inclusion in the community.

Plan and assure service recipients job-sampling experiences and vocational educational activities in the community.

Ensure programming and provide assistance relative to Activities of Daily Living by increasing Community Participation, Independence, Safety Awareness and Learning Activities.

Ensure implementation of skill development, Behavior plans, ISP's and other plans as developed and directed.

Recognize and respect rights, encourage independence, recognize and value competence and dignity, respect cultural/religious needs and preferences, promote employment and social inclusion, preserve integrity, support strengths, maintain the quality of life, enhance all domains/areas of development, promote safety and economic security.

Ensure education and trainings are provided to service recipients to acquire the skills and experience needed to participate in the community, consistent with the participant's Service Plan. This may include activities to support participants with building problem-solving skills, self-help, social skills, adaptive skills, career building skills, daily living skills, and leisure skills. Activities and environments are designed to foster the acquisition of skills, building positive social behavior and interpersonal competence, greater independence and personal choice.

Promote individual interactions and experiences by emphasizing on age-appropriate community experiences, and offering a variety of job sampling and choices.

Develop positive, cooperative relationships with service recipients, families, guardians, Support staff, volunteers, all agency departments/functional components, and community members including, DVR, CARF, DDD, and other State/Federal and Local agencies.

Maintain timely, thorough and effective communications to all appropriate parties regarding service recipients and operational service to program staff, support team and Assistant Director Workforce Development and Employment Services.

Assure timely, thorough and effective communications regarding program, employee operations, to all appropriate parties including but not limited to program staff, supervisor, director and/or executive designee.

Responsible for ensuring that, upon notification of qualifying or active incident, appropriate measures are taken consistently with agency policies, procedures and training, and support is directed toward the staff and the service recipient involved in a crisis. Provide guidance, direction, intervention, etc. and ensure that incidents meeting the criteria of Unusual Incident Report are reported through automated UIR/GER documentation, standardized notifications activated as indicated through DDD circular and Arc of Union County trainings.

Supervisor/Driver, DVR – Job Description

Responsible for ensuring that upon notification of an employee accident at work, appropriate measures is taken consistently with agency policies and procedures. Provide guidance, direction, and assure claim is reported through standardized notification including Employee Accident Report, Root Cause Analysis documentation.

Manage staff schedules and staffing coverage consistent with attendance capacity and budgetary dynamics.

Assure program expenditures are consistent and within budgetary guidelines. Execute the agency procurement policies, procedures and duties.

Review staff time sheets and monitor staff compliance with assigned schedule, time keeping policies and agency clock in/out procedures.

Follow assigned schedule and agency clock in/out procedures.

Maintain regular, reliable, and non-disruptive attendance is an essential job duty. Lack of adherence to assigned work schedule, abrupt call outs, patterned absences etc. undermines agency's obligation to provide consistent staffing, safe care and exerts hardship in the smooth operation of the program.

Develop a working knowledge of Vocational Review Certification, CARF regulations and other regulatory bodies.

Demonstrate a thorough understanding of the Departmental Tactical Plan, Departmental Operational Plan, Agency Strategic Plan, and Human Resource Policies.

Promote dignity, self determination, social integration and service recipients' development opportunities. Foster a Person Centered Therapeutic Environment encouraging residents input and choices. Promote programming addressing recreational, social, vocational, health, safety and daily living activities of all service recipients.

Assure that the program has adequate working tools including Personal Protective Equipments, cleaning supplies, etc.

Follow procedure by comparing the electronic MAR with prescription, Bubble pack, and assures accuracy.

Ensure that staff members are fully trained on program specific trainings, department, agency and DDD trainings, and meet criteria of a minimum of 12 Hours of Professional Development completed annually, etc Orient and train all assigned staff in Program specific and agency policies and procedures; monitor and evaluate staff performance and compliance with all policies and procedures.

Respect confidentiality of all information pertaining to service recipients, employees and others throughout the Agency.

Assure that each service recipient has an Individualized Service Plan (ISP) developed.

Review provided information related to the individual, including the PCPT, previous ISP(s), available assessments, and evaluation data, as appropriate/relevant.

Participate actively in planning team meetings and working cooperatively to achieve consensus in the spirit of the ISP operating principles. Participate in the IDT, ISP process and Assure identified goals are accomplished in accordance with Agency policies. Ensure correct implementation of ISP objectives and Behavior Plans as written. Attend all service and professional meetings pertaining to the quality of life of the service recipients and the service delivery systems of the program.

Ensure implementation of skill development, Behavior plans, ISP's and other plans as developed and directed.

Ensure that data relative to assigned outcomes are recorded as stipulated.

Ensure that service recipients are progressing towards his/her personally defined outcomes as indicated in the Individual Service Plan (ISP).

Notify the Support Team and requesting a special team meeting to be scheduled whenever there is a significant change in the individual's status.

Complete and/or update service recipients' Evacuation Evaluations.

Assure Agency policies on medication administration and documentation are followed thoroughly and consistently.

Assure adequate medication refills, adequate medication supplies at all times and free of medication administration errors.

Assure staff members are writing the date, the time and their initials on the bubble pack/bingo cards after administering medication.

Conduct meticulous random medication pack/bingo cards audits to ascertain proper medication administration and charting.

Ensure completion of all required documentation/records and administrative assignments relative to the program, service recipients, staff and agency administration in accordance with agency standards, DDD and other applicable requirements.

Assure effective and complete organization of all program and service recipients' files as directed.

Supervisor/Driver, DVR – Job Description

Responsible for organizing and leading staff meetings and assure the completion of staff meeting minutes.

Maintain positive employee/management relations; develop an atmosphere, which fosters employee morale and growth.

Develop staff effectively through training, leadership, role modeling, constructive feedback, praise and progressive discipline.

Facilitate employee Program Specific Orientation and ongoing training on agency policies and procedure. Secure the signed orientation documentation, file and distribute as required. Responsible for auditing training records regularly, register staff for training and assure that all staff members are fully trained in all DDD trainings meet criteria of a minimum of 12 Hours of Professional Development completed annually, State trainings, etc. assure proper re-certifications, monitoring attendance and addressing training attendance performance in a timely manner.

Ensure that staff members are fully trained on program specific trainings, department, agency and DDD trainings, and meet criteria of a minimum of 12 Hours of Professional Development completed annually, etc Orient and train all assigned staff in Program specific and agency policies and procedures; monitor, and evaluate staff performance in trainings and compliance with all policies and procedures.

Complete all supervisory trainings as designated and attend ongoing professional development management workshops as directed.

Orient and develop Day Habilitation Support Professionals in service delivery.

Maintain and account for all financial records and reports of program and service recipients' finances. Ensure effective management of agency petty cash and service recipients' funds, proper documentations appropriate practices consistent with agency policy. Submit and distribute financial reports as directed.

Organize program and ensure operation is consistent with Agency and department operational systems including ensuring listed documents are available consistent with the standardized Table of Contents etc.

Assure program expenditures are consistent and within budgetary guidelines.

Maintain required Day Habilitation certifications, standards and manuals. Ensure materials are available to staff and management as needed.

Partner effectively with Agency Support Staff (Nursing, QA, Behavioral, Maintenance, Transportation etc) to enhance the quality of services and meet Program, Department and Agency goals and objectives.

Supervisor/Driver, DVR – Job Description

Collaborate with Assistant Director/Director Workforce Development and Employment Services to effectively and efficiently interview and hire qualified applicants.

Assure that the program and facility grounds are maintained in appropriate condition and the environment is clean and safe.

Report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients.

Serve, when necessary, as backup or replacement for Day Habilitation Support Professional to ensure proper coverage and care for service recipients.

Inform Assistant Director/Director Workforce Development and Employment Servicesin a timely manner about guardian's refusal to comply with agency service delivery policies/procedures, provision of required documents, or declination to consent to service delivery, e.g. medical treatment, community integration activities, photograph taking/publication, etc.

Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within profession/job specific guidelines, including wearing appropriate attire, being a role model for staff, service recipients etc.

Must fully cooperate with all investigations, inspections, etc. internally and externally including full cooperation with the Department of Human Services, the Division of Developmental Disabilities, or any other duly authorized person regarding the care and service given to individuals' served by this Agency.

This is an active role position, which requires a minimum of standing for 4 to 5 hours, ability to lift or transfer up to 35 lbs, and ability to push/pull a wheel chair with an adult occupant. Ability to apply Agency Training Crisis Management Techniques when necessary consistent with criteria as trained; the techniques includes Punch Blocks, Kick Blocks, Bear Hug, Basket hold and Take Down..

Must be able to intervene and apply the appropriate verbal de-escalation and/or physical intervention techniques during a crisis in accordance with agency policies and procedure.

Initiate "on call" procedures with respect to arising incidents including 911 emergency calls, life threatening incidents, and/or operational breakdown etc. and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Responsible to report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

The agency may assign employees to any duties and to any work site it deems necessary in its sole discretion.

Supervisor/Driver, DVR – Job Description

This is an administrative position. You are required to communicate abrupt absence directly to your supervisor/operations management and verbally handover (not necessary physically) responsibilities to your supervisor for the smooth operation of programs and the safety and wellbeing of the service recipients. This position requires four (4) weeks' notice prior to leaving on resignation.

I have received this job description. I have read and understand all the requirements and responsibilities herein contained. I further understand this is not a comprehensive listing of all tasks that may be assigned and that The Arc of Union County has the right to amend this job description as necessary to meet the organization's needs. I understand that failure to comply with this job description and subsequent changes will result in my removal as an employee.

_____ _____

Employee Signature Date

_____

Employee Full Name

The Arc of Union County
Employment Coach, DVR- Job Description

Summary: The Arc of Union County Inc. is a leading provider of Person Centered Therapeutic services to individuals with intellectual disabilities. Employment Coach, DVR assists service recipients in obtaining and maintaining community-integrated employment by training individuals in specific job functions in a person-centered environment. Employment Coach, DVR is responsible for job development, job advocacy, job matching, job readiness, placement, Information literacy training, social skills training, on the job training, support to maintain employment, and Follow - Along services for individuals served by The Arc of Union County. Employment Coach, DVR is responsible for providing support and supervision of service recipients in community-integrated and agency Supported Employment settings.

Employment Coach, DVR delivers education and training to acquire the skills and experience needed to secure meaningful employment in the community, consistent with the participant's Service Plan. This is accomplished using appropriate vocational training techniques and according to the person focused goals and objectives developed for each individual through the ISP and/or IP process. Coordinates activities of individuals with developmental and intellectual disabilities individuals in facility employment to train and improve vocational skills for gainful employment through productive work. The Employment Coach, DVR works within an agency Employment Center or in a community work site. Tasks are performed either in small or large groups to support participants with building problem-solving skills, self-help, social skills, adaptive skills, daily living skills, and leisure skills. Activities and environments are designed to foster the acquisition of skills, building positive social behavior and interpersonal competence, greater independence and personal choice.

Employment Coach, DVR provides a safe, secure, and dependable support and assistance in areas that are necessary for service recipients to achieve full social inclusion, independence, personal and economic well-being as approved by the Individual Service Plan (ISP).

The incumbent implements and facilitates behavioral/habilitation plans, teaches and monitors skills development, provides support and mentoring for service recipients through a person centered approach. The incumbent considers the unique characteristics and needs of the individual as expressed by the individual and others who know the person, such as family, friends, service providers, etc. The incumbent ensures services are provided in a non-intrusive manner, and service recipient is included in problem-solving and decision-making. The incumbent is to maintain a positive, healthy and stimulating environment for service recipients and assures adequate supervision at all times.

This is a non-exempt position. The incumbent reports to the Employment Coach Supervisor.

This position may require staff flexibility to be able to work irregular, extended work hours, and/or be on-call. Due to the nature of this position, staff attendance and promptness to assigned shifts is essential.

This position requires completion of DDD System Mandatory Training Bundle within 90 days of hire, DDD, SE, DOL and Agency Orientations, other designated trainings, and a minimum of 12 Hours of Professional Development completed annually.

Employment Coach, DVR - Job Description

This position requires that information related to service recipient, employee, program operations is handled, channeled, managed and delivered professionally to the appropriate and right personnel or party consistent with agency and department policy.

Skills: This position requires Ability to use Windows software, Ability to use a data entry software such as Therap, Ability to complete Shift and Individual Served ISP Data entry in web based electronic platform. Able to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Demonstrate ability to write routine reports and correspondences. Strong organizational and communications skills required. Able to respond to common inquires or complaints from service recipients, regulatory agencies, guardians, etc. Able to effectively present information and respond to questions from groups of administrators, managers, employees, consumers, service recipients' parents, general public, posses customer service etiquette etc. Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Computer literacy required. Able to solve practical problems when dealing with concrete variables situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Demonstrate ability to work with others, with system issues, and within designated time frames. Understand group work. Demonstrate patience in dealing with service recipients' family members, employees, etc. Demonstrate ability to develop effective working relationships with a variety of people. Demonstrate ability to communicate clearly and concisely, both orally and in writing. Demonstrate ability to perform duties in accordance with agency policies and procedures. Demonstrate commitment to person focused services and community integration, including flexibility to match service recipients' work schedules.

Qualifications: Bachelor degree in Psychology, Rehabilitation, Special Education or related field. A minimum of an Associate's degree in the Human Services or the rehabilitation related field or three years related experience. Must be 18 years of age or older. Some experience in community job development, advocacy and employment skills development. Familiarity with Vocational Case Work, Vocational/Day Habilitation and/or Social Supports Services for Individuals with developmental disabilities. Must have a Valid New Jersey driver's license and abstract (not to exceed 5 points), and ability to meet agency insurability requirements. Complete State/Federal Criminal Background checks and Central Registry checks.

Major Position Responsibilities

Assist service recipients with identifying their own unique abilities, vocational potential and develop existing skills to gain and maintain meaningful employment.

Support service recipients to prepare work materials for assigned contract work, tasks, etc.

Assist in the proper handling and efficient use of all agency supplies, materials and equipment used in the work environment.

Complete data entry for the work completed by service recipients.

Employment Coach, DVR - Job Description

Provide job specific instruction and supports including the use of adaptive technology and hands on coaching as necessary.

Provide pre-employment, on the job training, job coaching, retention services and follow along supports per each service recipients' individual needs and desires.

Assess, train, teach, and assist service recipients with employment-related skills individually, or in small group settings including vocational training, social skills, employment related skills, personal finance management, personal hygiene leisure skills, daily living skills, etc. via direct modeling of work skills, computer-related software, verbal or other demonstrated methods of training.

Train individuals with developmental and intellectual disabilities towards improving vocational skills for gainful employment through productive work.

Facilitate the assignments to service recipients such as cleaning tasks, sorting, assembling, repairing, or hand packing products or components.

Demonstrate job duties to service recipients and observe workers performing tasks to ensure understanding of job duties.

Examine work piece visually to verify adherence to specifications.

Consult with service recipients to explain and/or demonstrate task again to resolve work related difficulties.

Provide supervision and support to the individual served according to their individual career plan and consistent with employer practices.

Complete accurate and detailed service recipients attendance and billing that meet regulatory agency requirements via approved agency platforms.

Maintain a safe, clean and secure work environment.

Attend agency trainings, Vocational Training, webinars, local, and state-level training pertaining to Job Coaching and Supported Employment.

Enter data of completed units of work by service recipients into charts as directed

Complete all required documentation and administrative assignments in accord with the standards of the Agency and any governmental or accrediting agency requirements/CARF. This includes but not be limited to individuals' attendance records, tracking sheets and other duties as assigned.

Implement all community based activities as assigned including monitoring and mentoring clients in these activities. This may include field trips, work and/or volunteer experiences, tours of local businesses, job sampling, etc.

Document and communicate to Supervisor, Career Services any changes or job related information on the service recipient needs or functional abilities.

Promote educational, enrichment or recreational activities as outlined in his/her Service Plan to enhance their vocational/employment skills.

Support and assist service recipients in completion of their contract work and assure quality control of production.

Provide assistance with Activities of Daily Living; active involvement in service recipients Community inclusion and Participation, promote Independence, Safety Awareness and Learning Activities.

Assess, train, teach, and assist service recipients with employment-related skills individually, or in small group settings via direct modeling of work skills, computer-related software, verbal or other demonstrated methods of training.

Provide a "Person Focused" approach to employment advocacy and on-the-job-training to all assigned individuals, including work schedule flexibility to meet the individuals' employment needs.

Provide appropriate supports, either one to one or group training at employment sites to enhance performance and job satisfaction.

Model, monitor and reinforce employment related skills and performance of service recipients to assure stability in employment.

Interview service recipients and review training records promptly to match their skills, abilities and interests.

Develop a plan of action to assist the service recipient in obtaining and pursuing employment services that meet their needs.

Initiate and develop job opportunities for service recipients by networking through employment agencies, job fairs, and other resources; follow-up through phone calls, site visits, and/or written correspondence.

Document information of employment contacts, report and maintain communication with employers in the local labor market to maximize placement opportunities for assigned service recipients.

Employment Coach, DVR - Job Description

Actively participate in job match process, determine work-site appropriateness for the individuals served, and work with employers to recommend and facilitate job/facility safety and accommodations as required.

Support service recipients in resume development, and marketing their potential to prospective employers.

Provide all necessary supports to service recipients including individual pre-employment counseling/training, transportation to interviews and/or first day of employment, completion of employment forms, etc.

Assess service recipients' progress regularly and provide required written and verbal reports in appropriate platforms.

Complete all required electronic and hard copy documentation including reports, job and task analyses as required or assigned, etc.

Plan and coordinate all transportation requirements including "travel training" for individuals as needed.

Prepare individuals for employment through proper orientation and work requirements, i.e. schedules, job rules/policies, job duties, appropriate attire, social behaviors, etc.

Document, maintain and update as necessary job offer packages, i.e. salary, benefits, etc.

Develop and maintain all employment related records and documentation for service recipients as required.

Assist in developing and maintaining work contracts and contacts with the public to provide paid work for service recipients. Keep daily records of work completed and associated billing documents.

Update Career Services, Residential department, Finance department, families, and guardians regarding employment progress and opportunities for service recipients.

Attend all required meetings as required, e.g. Pre-admission, IDT, Service Plan, etc.
Supervise and monitor service recipients in their job setting in community job placement and within the agency employment setting. This may include monitoring service recipients' personal hygiene and providing training and support as needed.

Transport service recipients to and from worksites and agency sites as assigned.

Develop professional relationships with community businesses to develop job placements and to maintain jobs.

Serve as a liaison and community connection with business and industry personnel, stakeholders, teams and Opportunity Services.

Work with joint supported employment programs (Division of Vocational Rehabilitation, DDD, etc.) to assess, train, and place service recipients in jobs.

Provide documentation as required by the Program Standards, which includes, but not limited to: monitoring and tracking documentation in accordance with the IP or ISSP, attendance forms, time sheets, incident reports, counting and ordering medications, supply ordering and within identified budget, filing data in each client's personal file, summarizing of training plans, re-ordering forms as needed, following procedures as required by the Arc of Union, local, county, state, and federal licensing agencies, and other required documentation.

Work with Finance Department to generate invoices for work that has been completed to bill agencies and other companies or individuals for work performed.

Complete accurate and detailed service recipients attendance and billing that meet regulatory agency requirements via approved agency platforms.

Attend agency trainings, webinars, local, and state-level training pertaining to Job Coaching and Supported Employment.

Implement the strategies necessary to assist the individual in progressing toward his/her personally defined outcomes as indicated in the Individual Service Plan (ISP), a Person Centered Plan (PCPT) or Service Detail Report (SDR).

Log into Therap Daily and review all logs, Email, & S.Comm as required, rotate daily in attending to or supporting different individuals in program, rotate in various shift tasks namely: Rotation in community activities facilitation, Rotation in Med Administration & Meal prep, Rotation in Hygiene Support & Life Skills Training, Rotation in program cleaning, Rotation in Therap Data entry, Rotation in checking off on shift tasks as designated in Therap etc.

To ensure that the agency is able to bill Medicaid for the services provided, during shift or before the end of shift enter/input ISP in Therap Daily for the service (s) provided to the service recipient directly during shift i.e. personal care goals, ISP/IHP goals. Correct any missed entries.

Follow the developed weekly shift assignment schedule outlining daily staff rotations in assignments.

Record data (in Therap) relative to assigned outcomes for service recipients, including ISP tracking, Daily Training Record (DTR) etc.

Complete documentation of ISP data for each service recipient.

Document and communicate to Assistant Director, Career and Employment Services, any non-emergency changes on the service recipient needs or functional abilities.

Employment Coach, DVR - Job Description

Implement skill development, Behavior plans, ISP and other plans as developed and directed.

Recognize and respect all individuals' rights, encourage their independence; recognize and value competence and dignity; respect their cultural/religious needs and preferences; promote employment and social inclusion; preserve integrity, support strengths, maintain the quality of life, enhance all domains/areas of development; promote safety and economic security.

Promote individual interactions and experiences by emphasizing on appropriate community experiences, and offering a variety of activities and choices.

Assist the individuals served with development of self-control, independence, enhancement of social, communication, interpersonal, adaptive and functional skills in accordance with their individualized plans and needs.

Monitor and support individuals served in community-integrated settings and ensuring service recipients are under proper care when handed off to another site, program, employee or staff member, and accounted for at all times.

Follow assigned schedule and agency clock in/out procedures.

Maintain regular, reliable, and non-disruptive attendance is an essential job duty. Lack of adherence to assigned work schedule, abrupt call outs, patterned absences etc. undermines agency's obligation to provide consistent staffing, safe care and exerts hardship in the smooth operation of the program.

Serve as an advocate for service recipient needs and ensure the effective flow of communication to the Program Supervisor, Director or other appropriate administrative or support staff to address those needs.

Communicate effectively and provide required information to service recipients in a timely manner.

Communicate effectively and professionally with management, co-workers, service recipients, families, guardians, support coordinators, case managers and others as necessary.

Assure timely, thorough and effective communications regarding program, employee operations, to all appropriate parties including but not limited to program staff, supervisor, director and/or executive designee.

Complete all required documentation relative to vehicle or transportation services. Ensure Agency vehicles are driven in a safe manner.

Ensure proper administration of medications and completion of all appropriate documentation; monitor individuals served after medication administration. Comply with medical, dietary and

other physician orders as stated; report any arising medical concerns in accordance with policies and procedures.

Responsible for writing the date, the time and their initials on the bubble pack/bingo cards after administering medication.

Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within the profession/job specific guidelines.
Follow agency attire guidelines.

Must fully cooperate with all investigations, inspections, etc. internally and externally including full cooperation with the Department of Human Services, the Division of Developmental Disabilities, or any other duly authorized person regarding the care and service given to individuals' served by this Agency.

This is an active role position, which requires a minimum of standing for 4 to 5 hours, ability to lift or transfer up to 35 lbs, and ability to push/pull a wheel chair with an adult occupant. Ability to apply Agency Training Crisis Management Techniques when necessary consistent with criteria as trained; the techniques includes Punch Blocks, Kick Blocks, Bear Hug, Basket hold and Take Down.

This position requires driving a vehicle; it may require operating manual devices such as hydraulic lifts, wheelchair lifts, vehicle doors, etc. for the purpose of transporting service recipients.

Must be able to intervene and apply the appropriate verbal de-escalation and/or physical intervention techniques during a crisis in accordance with agency policies and procedure.

Initiate "on call" procedures with respect to arising incidents including 911 emergency calls, life threatening incidents, and/or operational breakdown etc. and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Responsible to report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Monitor and safeguard agency property and funds.

Monitor service recipients and report any changes through the chain of command. Responsible to accompany Individuals served to Emergency Room as needed.

The agency may assign employees to any duties and to any work site it deems necessary in its sole discretion.

I have received this job description. I have read it and understand all the requirements and responsibilities herein contained. I further understand that this is not a comprehensive listing of all tasks which may be assigned, and The Arc of Union County has the right to amend this job description as necessary to meet the organization's needs. I understand that failure to comply with this job description and/or subsequent changes will result in my removal as an employee.

_____ _____
Employee Signature **Date**

_____
Employee Full Name

The Arc of Union County
Employment Coach/RBT, Supported Employment- Job Description

Summary: The Arc of Union County Inc. is a leading provider of Person Centered Therapeutic services to individuals with intellectual disabilities. The Employment Coach/Registered Behavioral Technician (RBT) assists service recipients in obtaining and maintaining community-integrated employment by training individuals in specific job functions in a person-centered environment. The Employment Coach/RBT is responsible for job development, job advocacy, job matching, job placement, job readiness, Information literacy training, social skills training, on the job training, support to maintain employment, and Follow - Along services for individuals served by The Arc of Union County. The Employment Coach/RBT is responsible for providing support and supervision of service recipients in community-integrated and agency Supported Employment settings.

The Employment Coach/RBT provides a safe, secure, and dependable support and assistance in areas that are necessary for service recipients to achieve full social inclusion, independence, personal and economic well-being as approved by the Individual Service Plan (ISP).

Under the supervision of the Board Certified Behavior Analyst (BCBA), as Registered Behavioral Technician (RBT) – Employment and Vocational services the Employment Coach/RBT responsible for providing evidence-based Behavioral intervention services for improving challenging behaviors to adults with developmental disabilities and other associated co morbidities. The Employment Coach/RBT is responsible for implementing Applied Behavioral Analysis (ABA) based programs as directed by the Board Certified Behavior Analyst. The Employment Coach/RBT may assist BCBA with conducting behavior reduction, and training Day Behavioral Support Professional. The Employment Coach/RBT assists in implementation of approved behavioral strategies/plans, education, skill development, nurturing social skills, training service recipients, data collection, and direct support.

The incumbent implements and facilitates behavioral/habilitation plans, teaches and monitors skills development, provides support and mentoring for service recipients through a person centered approach. The incumbent considers the unique characteristics and needs of the individual as expressed by the individual and others who know the person, such as family, friends, service providers, etc. The incumbent ensures services are provided in a non-intrusive manner, and service recipient is included in problem-solving and decision-making. The incumbent is to maintain a positive, healthy and stimulating environment for service recipients and assures adequate supervision at all times.

This is a non-exempt position. The incumbent reports to the Employment Coach Supervisor.

The incumbent may work at multiple sites and/or flexible schedules as agency and supervisor deem necessary. This position may require staff to be able to work irregular, extended work hours, and/or be on-call. Due to the nature of this position, staff attendance and promptness to assigned shifts is essential.

This position requires completion of DDD System Mandatory Training Bundle within 90 days of hire, DDD, SE, DOL and Agency Orientations, other designated trainings, and a minimum of 12 Hours of Professional Development completed annually.

Employment Coach/RBT, Supported Employment- Job Description

This position requires that information related to service recipient, employee, program operations is handled, channeled, managed and delivered professionally to the appropriate and right personnel or party consistent with agency and department policy.

Skills: This position requires Ability to use Windows software, Ability to use a data entry software such as Therap, Ability to complete Shift and Individual Served ISP Data entry in web based electronic platform. Able to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Demonstrate ability to write routine reports and correspondences. Strong organizational and communications skills required. Able to respond to common inquires or complaints from service recipients, regulatory agencies, guardians, etc. Able to effectively present information and respond to questions from groups of administrators, managers, employees, consumers, service recipients' parents, general public, posses customer service etiquette etc. Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Computer literacy required. Able to solve practical problems when dealing with concrete variables situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Demonstrate ability to work with others, with system issues, and within designated time frames. Understand group work. Demonstrate patience in dealing with service recipients' family members, employees, etc. Demonstrate ability to develop effective working relationships with a variety of people. Demonstrate ability to communicate clearly and concisely, both orally and in writing. Demonstrate ability to perform duties in accordance with agency policies and procedures. Demonstrate commitment to person focused services and community integration, including flexibility to match service recipients' work schedules.

Qualifications: Bachelor degree in Psychology, Rehabilitation, Special Education or related field. A minimum of an Associate's degree in the Human Services or the rehabilitation related field or three years related experience required. Registered Behavioral Technician (RBT) required. Must be 18 years of age or older. Some experience in community job development, advocacy and employment skills development. Familiarity with Vocational Case Work, Vocational/Day Habilitation and/or Social Supports Services for Individuals with developmental disabilities. Must have a Valid New Jersey driver's license and abstract (not to exceed 5 points), and ability to meet agency insurability requirements. Complete State/Federal Criminal Background checks and Central Registry checks.

Major Position Responsibilities

Assess, train, teach, and assist service recipients with employment-related skills individually, or in small group settings via direct modeling of work skills, computer-related software, verbal or other demonstrated methods of training.

Provide a "Person Focused" approach to employment advocacy and on-the-job-training to all assigned individuals, including work schedule flexibility to meet the individuals' employment needs.

Employment Coach/RBT, Supported Employment- Job Description

Provide appropriate supports either one to one or group training at employment sites to enhance performance and job satisfaction.

Model, monitor and reinforce employment related skills and performance of service recipients to assure stability in employment.

Interview service recipients and review training records promptly to match their skills, abilities and interests.

Develop a plan of action to assist the service recipient in obtaining and pursuing employment services that meet their needs.

Initiate and develop job opportunities for service recipients by networking through employment agencies, job fairs, and other resources; follow-up through phone calls, site visits, and/or written correspondence.

Document information of employment contacts, report and maintain communication with employers in the local labor market to maximize placement opportunities for assigned service recipients.

Actively participate in job match process, determine work-site appropriateness for the individuals served, and work with employers to recommend and facilitate job/facility safety and accommodations as required.

Support service recipients in resume development, and marketing their potential to prospective employers.

Provide all necessary supports to service recipients including individual pre-employment counseling/training, transportation to interviews and/or first day of employment, completion of employment forms, etc.

Assess service recipients' progress regularly and provide required written and verbal reports in appropriate platforms.

Complete all required electronic and hard copy documentation including reports, job and task analyses as required or assigned, etc.

Plan and coordinate all transportation requirements including "travel training" for individuals as needed.

Prepare individuals for employment through proper orientation and work requirements, i.e. schedules, job rules/policies, job duties, appropriate attire, social behaviors, etc.

Document, maintain and update as necessary job offer packages, i.e. salary, benefits, etc.

Employment Coach/RBT, Supported Employment- Job Description

Develop and maintain all employment related records and documentation for service recipients as required.

Assist in developing and maintaining work contracts and contacts with the public to provide paid work for service recipients. Keep daily records of work completed and associated billing documents.

Update Career Services, Residential department, Finance department, families, and guardians regarding employment progress and opportunities for service recipients.

Attend all required meetings as required, e.g. Pre-admission, IDT, Service Plan, etc.
Supervise and monitor service recipients in their job setting in community job placement and within the agency employment setting. This may include monitoring service recipients' personal hygiene and providing training and support as needed.

Transport service recipients to and from worksites and agency sites as assigned.

Develop professional relationships with community businesses to develop job placements and to maintain jobs.

Serve as a liaison and community connection with business and industry personnel, stakeholders, teams and Opportunity Services.

Work with joint supported employment programs (Division of Vocational Rehabilitation, DDD, etc.) to assess, train, and place service recipients in jobs.

Provide documentation as required by the Program Standards, which includes, but is not limited to: monitoring and tracking documentation in accordance with the IP or ISSP, attendance forms, time sheets, incident reports, counting and ordering medications, supply ordering and within identified budget, filing data in each client's personal file, summarizing of training plans, re-ordering forms as needed, following procedures as required by the Arc of Union, local, county, state, and federal licensing agencies, and other required documentation.

Work with Finance Department to generate invoices for work that has been completed to bill agencies and other companies or individuals for work performed.

Complete accurate and detailed service recipients attendance and billing that meet regulatory agency requirements via approved agency platforms.

Under the guidance of a BCBA, the RBT is responsible for implementing behavioral programming in assigned settings.

Registered Behavior Technician follows the BCBA's therapeutic protocols for positively reinforcing desirable actions for skill improvement of service recipients.

Employment Coach/RBT, Supported Employment- Job Description

Direct one-on-one behavioral interventions to teach communication, social, and daily living skills, and reduce problematic behaviors in assigned settings.

Prompt safe and socially acceptable replacement behaviors in order to build a repertoire of communication, social interaction, and problem solving skills as indicated.

Increase the frequency or duration of safe and appropriate behaviors by promoting effective behavioral strategies.

Follow the behavioral service plan goals and interventions utilizing sound judgment, and seek out appropriate consultation.

Collaborate with team members to provide effective behavioral supports without disruption to the environment or other individuals in the environment as indicated.

Data collection on all programming and documenting progress notes as directed in agency approved platforms (Therap).

Advise and consult other agency personnel as needed.

Collaborate with all support personnel in care planning. Support Day Behavioral Support Professional personnel as required.

Assist in collecting data, documentation in agency platforms and generating progress reports on behavioral data.

Follow up and document promptly on behavioral information shared by staff either verbally or through documentation platforms.

Develop and implement behavioral Supports Practices in compliance with the Arc of Union County's DDD approved Behavior Support Manual/Division Circular #34.

Schedule IDT Meetings and Behavior Support Committee to review and approve Individual Behavior Support Plan prior to implementation or inclusion into ISP.

Attend agency trainings, webinars, local, and state-level training pertaining to Job Coaching and Supported Employment.

Implement the strategies necessary to assist the individual in progressing toward his/her personally defined outcomes as indicated in the Individual Service Plan (ISP), a Person Centered Plan (PCPT) or Service Detail Report (SDR).

Log into Therap Daily and review all logs, Email, & S.Comm as required, rotate daily in attending to or supporting different individuals in program, rotate in various shift tasks namely: Rotation in community activities facilitation, Rotation in Med Administration & Meal prep, Rotation in Hygiene Support & Life Skills Training, Rotation in program cleaning, Rotation in Therap Data entry, Rotation in checking off on shift tasks as designated in Therap etc.

Employment Coach/RBT, Supported Employment- Job Description

To ensure that the agency is able to bill Medicaid for the services provided, during shift or before the end of shift enter/input ISP in Therap Daily for the service (s) provided to the service recipient directly during shift i.e. personal care goals, ISP/IHP goals. Correct any missed entries.

Follow the developed weekly shift assignment schedule outlining daily staff rotations in assignments.

Record data (in Therap) relative to assigned outcomes for service recipients, including ISP tracking, Daily Training Record (DTR) etc.

Complete documentation of ISP data for each service recipient.

Document and communicate to Assistant Director, Career and Employment Services, any non-emergency changes on the service recipient needs or functional abilities.

Implement skill development, Behavior plans, ISP and other plans as developed and directed.

Recognize and respect all individuals' rights, encourage their independence; recognize and value competence and dignity; respect their cultural/religious needs and preferences; promote employment and social inclusion; preserve integrity, support strengths, maintain the quality of life, enhance all domains/areas of development; promote safety and economic security.

Promote individual interactions and experiences by emphasizing on appropriate community experiences, and offering a variety of activities and choices.

Assist the individuals served with development of self-control, independence, enhancement of social, communication, interpersonal, adaptive and functional skills in accordance with their individualized plans and needs.

Complete all required documentation and assignments as directed in accordance with Agency standards, e.g., DHS, Labor and Workforce Development (LWD), DDD, SE, CARF, etc.

Monitor and support individuals served in community-integrated settings and ensuring service recipients are under proper care when handed off to another site, program, employee or staff member, and accounted for at all times.

Follow assigned schedule and agency clock in/out procedures.

Maintain regular, reliable, and non-disruptive attendance is an essential job duty. Lack of adherence to assigned work schedule, abrupt call outs, patterned absences etc. undermines agency's obligation to provide consistent staffing, safe care and exerts hardship in the smooth operation of the program.

Employment Coach/RBT, Supported Employment- Job Description

Serve as an advocate for service recipient needs and ensure the effective flow of communication to the Program Supervisor, Director or other appropriate administrative or support staff to address those needs.

Communicate effectively and provide required information to service recipients in a timely manner.

Communicate effectively and professionally with management, co-workers, service recipients, families, guardians, support coordinators, case managers and others as necessary.

Assure timely, thorough and effective communications regarding program, employee operations, to all appropriate parties including but not limited to program staff, supervisor, director and/or executive designee.

Complete all required documentation relative to vehicle or transportation services. Ensure Agency vehicles are driven in a safe manner.

Ensure proper administration of medications and completion of all appropriate documentation; monitor individuals served after medication administration. Comply with medical, dietary and other physician orders as stated; report any arising medical concerns in accordance with policies and procedures.

Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within the profession/job specific guidelines.
Follow agency attire guidelines.

Must fully cooperate with all investigations, inspections, etc. internally and externally including full cooperation with the Department of Human Services, the Division of Developmental Disabilities, or any other duly authorized person regarding the care and service given to individuals' served by this Agency.

This is an active role position, which requires a minimum of standing for 4 to 5 hours, ability to lift or transfer up to 35 lbs, and ability to push/pull a wheel chair with an adult occupant. Ability to apply Agency Training Crisis Management Techniques when necessary consistent with criteria as trained; the techniques includes Punch Blocks, Kick Blocks, Bear Hug, Basket hold and Take Down.

This position requires driving a vehicle; it may require operating manual devices such as hydraulic lifts, wheelchair lifts, vehicle doors, etc. for the purpose of transporting service recipients.

Must be able to intervene and apply the appropriate verbal de-escalation and/or physical intervention techniques during a crisis in accordance with agency policies and procedure.

Employment Coach/RBT, Supported Employment- Job Description

Initiate "on call" procedures with respect to arising incidents including 911 emergency calls, life threatening incidents, and/or operational breakdown etc. and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Responsible to report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Monitor and safeguard agency property and funds.

Monitor service recipients and report any changes through the chain of command. Responsible to accompany Individuals served to Emergency Room as needed.

The agency may assign employees to any duties and to any work site it deems necessary in its sole discretion.

I have received this job description. I have read it and understand all the requirements and responsibilities herein contained. I further understand that this is not a comprehensive listing of all tasks, which may be assigned, and The Arc of Union County has the right to amend this job description as necessary to meet the organization's needs. I understand that failure to comply with this job description and/or subsequent changes will result in my removal as an employee.

_____ _____

Employee Signature **Date**

_____

Employee Full Name

The Arc of Union County
Employment Coach, Supported Employment- Job Description

Summary: The Arc of Union County Inc. is a leading provider of Person Centered Therapeutic services to individuals with intellectual disabilities. The Employment Coach assists service recipients in obtaining and maintaining community-integrated employment by training individuals in specific job functions in a person-centered environment. The Employment Coach is responsible for job development, job advocacy, job matching, job placement, job readiness, Information literacy training, social skills training, on the job training, support to maintain employment, and Follow - Along services for individuals served by The Arc of Union County. The Employment Coach is responsible for providing support and supervision of service recipients in community-integrated and agency Supported Employment settings.

The employment coach provides a safe, secure, and dependable support and assistance in areas that are necessary for service recipients to achieve full social inclusion, independence, personal and economic well-being as approved by the Individual Service Plan (ISP).

The incumbent implements and facilitates behavioral/habilitation plans, teaches and monitors skills development, provides support and mentoring for service recipients through a person centered approach. The incumbent considers the unique characteristics and needs of the individual as expressed by the individual and others who know the person, such as family, friends, service providers, etc. The incumbent ensures services are provided in a non-intrusive manner, and service recipient is included in problem-solving and decision-making. The incumbent is to maintain a positive, healthy and stimulating environment for service recipients and assures adequate supervision at all times.

This is a non-exempt position. The incumbent reports to the Assistant Director, Workforce Development and Employment Services or designee.

The incumbent may work at multiple sites and/or flexible schedules as agency and supervisor deem necessary. This position may require staff to be able to work irregular, extended work hours, and/or be on-call. Due to the nature of this position, staff attendance and promptness to assigned shifts is essential.

This position requires completion of DDD System Mandatory Training Bundle within 90 days of hire, DDD, SE, DOL and Agency Orientations, other designated trainings, and a minimum of 12 Hours of Professional Development completed annually.

This position requires that information related to service recipient, employee, program operations is handled, channeled, managed and delivered professionally to the appropriate and right personnel or party consistent with agency and department policy.

Skills: This position requires Ability to use Windows software, Ability to use a data entry software such as Therap, Ability to complete Shift and Individual Served ISP Data entry in web based electronic platform. Able to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Demonstrate ability to write routine reports and correspondences. Strong organizational and communications skills required. Able to respond to common inquires or complaints from service recipients, regulatory agencies, guardians, etc. Able to effectively present information and respond to questions from groups of

administrators, managers, employees, consumers, service recipients' parents, general public, posses customer service etiquette etc. Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Computer literacy required. Able to solve practical problems when dealing with concrete variables situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Demonstrate ability to work with others, with system issues, and within designated time frames. Understand group work. Demonstrate patience in dealing with service recipients' family members, employees, etc. Demonstrate ability to develop effective working relationships with a variety of people. Demonstrate ability to communicate clearly and concisely, both orally and in writing. Demonstrate ability to perform duties in accordance with agency policies and procedures. Demonstrate commitment to person focused services and community integration, including flexibility to match service recipients' work schedules.

Qualifications: Bachelor degree in Psychology, Rehabilitation, Special Education or related field. A minimum of an Associate's degree in the Human Services or the rehabilitation related field or three years related experience. Must be 18 years of age or older. Some experience in community job development, advocacy and employment skills development. Familiarity with Vocational Case Work, Vocational/Day Habilitation and/or Social Supports Services for Individuals with developmental disabilities. Must have a Valid New Jersey driver's license and abstract (not to exceed 5 points), and ability to meet agency insurability requirements. Complete State/Federal Criminal Background checks and Central Registry checks.

Major Position Responsibilities

Assess, train, teach, and assist service recipients with employment-related skills individually, or in small group settings via direct modeling of work skills, computer-related software, verbal or other demonstrated methods of training.

Provide a "Person Focused" approach to employment advocacy and on-the-job-training to all assigned individuals, including work schedule flexibility to meet the individuals' employment needs.

Provide appropriate supports either one to one or group training at employment sites to enhance performance and job satisfaction.

Model, monitor and reinforce employment related skills and performance of service recipients to assure stability in employment.

Interview service recipients and review training records promptly to match their skills, abilities and interests.

Develop a plan of action to assist the service recipient in obtaining and pursuing employment services that meet their needs.

Employment Coach, Supported Employment- Job Description

Initiate and develop job opportunities for service recipients by networking through employment agencies, job fairs, and other resources; follow-up through phone calls, site visits, and/or written correspondence.

Document information of employment contacts, report and maintain communication with employers in the local labor market to maximize placement opportunities for assigned service recipients.

Actively participate in job match process, determine work-site appropriateness for the individuals served, and work with employers to recommend and facilitate job/facility safety and accommodations as required.

Support service recipients in resume development, and marketing their potential to prospective employers.

Provide all necessary supports to service recipients including individual pre-employment counseling/training, transportation to interviews and/or first day of employment, completion of employment forms, etc.

Assess service recipients' progress regularly and provide required written and verbal reports in appropriate platforms.

Complete all required electronic and hard copy documentation including reports, job and task analyses as required or assigned, etc.

Plan and coordinate all transportation requirements including "travel training" for individuals as needed.

Prepare individuals for employment through proper orientation and work requirements, i.e. schedules, job rules/policies, job duties, appropriate attire, social behaviors, etc.

Document, maintain and update as necessary job offer packages, i.e. salary, benefits, etc.

Develop and maintain all employment related records and documentation for service recipients as required.

Assist in developing and maintaining work contracts and contacts with the public to provide paid work for service recipients. Keep daily records of work completed and associated billing documents.

Update Career Services, Residential department, Finance department, families, and guardians regarding employment progress and opportunities for service recipients.

Attend all required meetings as required, e.g. Pre-admission, IDT, Service Plan, etc.

Employment Coach, Supported Employment- Job Description

Supervise and monitor service recipients in their job setting in community job placement and within the agency employment setting. This may include monitoring service recipients' personal hygiene and providing training and support as needed.

Transport service recipients to and from worksites and agency sites as assigned.

Develop professional relationships with community businesses to develop job placements and to maintain jobs.

Serve as a liaison and community connection with business and industry personnel, stakeholders, teams and Opportunity Services.

Work with joint supported employment programs (Division of Vocational Rehabilitation, DDD, etc.) to assess, train, and place service recipients in jobs.

Provide documentation as required by the Program Standards, which includes, but is not limited to: monitoring and tracking documentation in accordance with the IP or ISSP, attendance forms, time sheets, incident reports, counting and ordering medications, supply ordering and within identified budget, filing data in each client's personal file, summarizing of training plans, re-ordering forms as needed, following procedures as required by the Arc of Union, local, county, state, and federal licensing agencies, and other required documentation.

Work with Finance Department to generate invoices for work that has been completed to bill agencies and other companies or individuals for work performed.

Complete accurate and detailed service recipients attendance and billing that meet regulatory agency requirements via approved agency platforms.

Attend agency trainings, webinars, local, and state-level training pertaining to Job Coaching and Supported Employment.

Implement the strategies necessary to assist the individual in progressing toward his/her personally defined outcomes as indicated in the Individual Service Plan (ISP), a Person Centered Plan (PCPT) or Service Detail Report (SDR).

Log into Therap Daily and review all logs, Email, & S.Comm as required, rotate daily in attending to or supporting different individuals in program, rotate in various shift tasks namely: Rotation in community activities facilitation, Rotation in Med Administration & Meal prep, Rotation in Hygiene Support & Life Skills Training, Rotation in program cleaning, Rotation in Therap Data entry, Rotation in checking off on shift tasks as designated in Therap etc.

To ensure that the agency is able to bill Medicaid for the services provided, during shift or before the end of shift enter/input ISP in Therap Daily for the service (s) provided to the service recipient directly during shift i.e. personal care goals, ISP/IHP goals. Correct any missed entries.

Employment Coach, Supported Employment- Job Description

Follow the developed weekly shift assignment schedule outlining daily staff rotations in assignments.

Record data (in Therap) relative to assigned outcomes for service recipients, including ISP tracking, Daily Training Record (DTR) etc.

Complete documentation of ISP data for each service recipient.

Document and communicate to Assistant Director, Career and Employment Services, any non-emergency changes on the service recipient needs or functional abilities.

Implement skill development, Behavior plans, ISP and other plans as developed and directed.

Recognize and respect all individuals' rights, encourage their independence; recognize and value competence and dignity; respect their cultural/religious needs and preferences; promote employment and social inclusion; preserve integrity, support strengths, maintain the quality of life, enhance all domains/areas of development; promote safety and economic security.

Promote individual interactions and experiences by emphasizing on appropriate community experiences, and offering a variety of activities and choices.

Assist the individuals served with development of self-control, independence, enhancement of social, communication, interpersonal, adaptive and functional skills in accordance with their individualized plans and needs.

Complete all required documentation and assignments as directed in accordance with Agency standards, e.g., DHS, Labor and Workforce Development (LWD), DDD, SE, CARF, etc.

Monitor and support individuals served in community-integrated settings and ensuring service recipients are under proper care when handed off to another site, program, employee or staff member, and accounted for at all times.

Follow assigned schedule and agency clock in/out procedures.

Maintain regular, reliable, and non-disruptive attendance is an essential job duty. Lack of adherence to assigned work schedule, abrupt call outs, patterned absences etc. undermines agency's obligation to provide consistent staffing, safe care and exerts hardship in the smooth operation of the program.

Serve as an advocate for service recipient needs and ensure the effective flow of communication to the Program Supervisor, Director or other appropriate administrative or support staff to address those needs.

Employment Coach, Supported Employment- Job Description

Communicate effectively and provide required information to service recipients in a timely manner.

Communicate effectively and professionally with management, co-workers, service recipients, families, guardians, support coordinators, case managers and others as necessary.

Assure timely, thorough and effective communications regarding program, employee operations, to all appropriate parties including but not limited to program staff, supervisor, director and/or executive designee.

Complete all required documentation relative to vehicle or transportation services. Ensure Agency vehicles are driven in a safe manner.

Ensure proper administration of medications and completion of all appropriate documentation; monitor individuals served after medication administration. Comply with medical, dietary and other physician orders as stated; report any arising medical concerns in accordance with policies and procedures.

Responsible for writing the date, the time and their initials on the bubble pack/bingo cards after administering medication.

Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within the profession/job specific guidelines.
Follow agency attire guidelines.

Must fully cooperate with all investigations, inspections, etc. internally and externally including full cooperation with the Department of Human Services, the Division of Developmental Disabilities, or any other duly authorized person regarding the care and service given to individuals' served by this Agency.

This is an active role position, which requires a minimum of standing for 4 to 5 hours, ability to lift or transfer up to 35 lbs, and ability to push/pull a wheel chair with an adult occupant. Ability to apply Agency Training Crisis Management Techniques when necessary consistent with criteria as trained; the techniques includes Punch Blocks, Kick Blocks, Bear Hug, Basket hold and Take Down.

This position requires driving a vehicle; it may require operating manual devices such as hydraulic lifts, wheelchair lifts, vehicle doors, etc. for the purpose of transporting service recipients.

Must be able to intervene and apply the appropriate verbal de-escalation and/or physical intervention techniques during a crisis in accordance with agency policies and procedure.

Employment Coach, Supported Employment- Job Description

Initiate "on call" procedures with respect to arising incidents including 911 emergency calls, life threatening incidents, and/or operational breakdown etc. and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Responsible to report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Monitor and safeguard agency property and funds.

Monitor service recipients and report any changes through the chain of command. Responsible to accompany Individuals served to Emergency Room as needed.

The agency may assign employees to any duties and to any work site it deems necessary in its sole discretion.

I have received this job description. I have read it and understand all the requirements and responsibilities herein contained. I further understand that this is not a comprehensive listing of all tasks, which may be assigned, and The Arc of Union County has the right to amend this job description as necessary to meet the organization's needs. I understand that failure to comply with this job description and/or subsequent changes will result in my removal as an employee.

_____ _____

Employee Signature **Date**

_____

Employee Full Name

The Arc of Union County, Inc.
Vocational Evaluator Workforce Development, Supported Employment & Employment Services - Job Description

Summary: The Arc of Union County Inc. is a leading provider of Person Centered human services to vulnerable populations including individuals with intellectual disabilities. Vocational Evaluation is an educational process in which a service recipient obtains greater self and work knowledge through participation in work activities designed to evaluate vocational skills, interests, and abilities. The Vocational Evaluator plans and provides vocational evaluation services to vulnerable populations including individuals with intellectual disabilities.

The incumbent provides a comprehensive process that systematically utilizes work as the focal point for assessment. The Vocational Evaluator is responsible for identifying the employment and career goals for service recipients.

The incumbent is responsible for assisting job seekers to access high quality employment, education, career counseling, training, and support services to succeed in the labor market and to match employees with the skilled workers they need to compete in the global economy.

Vocational evaluator assists vulnerable and individuals with disabilities to succeed in the workplace; promotes labor management harmony, and advocate for a safe working environment.

The Vocational Evaluator provides a safe, secure, and dependable support and assistance in areas that are necessary for service recipients to achieve full independence, personal and economic well-being as approved by person centered planning tools.

The incumbent implements and facilitates behavioral/habilitation plans, teaches and monitors skills development, provides support and mentoring for service recipients through a person centered approach. The incumbent considers the unique characteristics and needs of the individual as expressed by the individual and others who know the person, such as family, friends, service providers, etc. The incumbent ensures services are provided in a non-intrusive manner, and service recipient is included in problem solving and decision-making. The incumbent is to maintain a positive, healthy and stimulating environment for service recipients and assures adequate supervision at all times.

This is a non-exempt position. The incumbent reports to the Assistant Director, Career and Employment Services or designee.

This position requires completion of DDD System Mandatory Training Bundle within 90 days of hire, DDD, SE, DOL, Agency Orientations and other designated trainings including trainings provided by the Mental Health Association, The Bogg's center etc. and a minimum of 12 Hours of Professional Development completed annually.

This position requires that information related to service recipient, employee, program operations is handled, channeled, managed and delivered professionally to the appropriate and right personnel or party consistent with agency and department policy.

Skills: This position requires Proficiency in Windows software, Ability to use a data entry software such as Therap, Ability to complete Shift and Individual Served ISP Data entry in web based electronic platform. Possess a high level of observational ability, attention to detail, the ability to work swiftly and accurately with large groups, ability to memorize normal verbal instructions, hands on experience and awareness of Vocational Employment Support Professional functions. This position requires excellent interpersonal and conceptual skills, proficiency in all areas of service listed herein; strong management, leadership, planning and communication skills; ability to manage information effectively; knowledgeable on staffing function and employment related legislations; ability to diagnose and resolve problems, proficiency in windows software, spreadsheets, submit invoices.

Qualifications: Master Degree in Vocational Rehabilitation, Professional Counseling or related field or a Bachelor's Degree in a similar field, with a minimum of 16 college units in Career Counseling and related areas plus a minimum of three-year experience, preferably working in vocational training programs for vulnerable youth and adults and/or adults with developmental disabilities. Bilingual in English and Spanish preferred. Experience in community job development, service recipient advocacy and job skills development. Experience in evaluation with strong focus on strength identification and community employment awareness. Must have thorough knowledge of all DDD, CMS, Social Services Program Standards, CARF, and other external regulations and requirements. Familiarity with laws, rules and regulations that influence outcomes of career counseling and vocational evaluations. Flexibility and sense of humor. Demonstrated ability to thrive and perform in an ever-changing, fast paced and demanding environment. Must be 21 years of age or older. Must have a valid New Jersey driver's license and abstract (not to exceed 5 points), and ability to meet agency insurability requirements. Complete State/Federal Criminal Background checks and Central Registry checks.

Major Position Responsibilities

Conduct initial interviews and orientations with service recipients in a timely fashion.

Interview service recipients to ascertain employment, education and training histories.

Assess program participants' vocational interests, abilities, strengths, weaknesses, aptitudes, behaviors and functional limitations by administering and scoring a battery of tests and vocational evaluation tools.

Administer comprehensive vocational evaluations and/or situational assessments to service recipients.

Maintain responsibility for the correct planning, functional completion and reporting of the assessment process for each service recipients at all times during his or her entire relationship with the program.

Manage caseload to ensure the delivery of all vocational evaluation and employment planning services within prescribed timeframes.

Supervise the measurement and recording of service recipients' responses to motivational techniques and criticism, as well as organizational ability, perseverance, attendance, punctuality, flexibility, interpersonal skills, work habits and communication skills.

Develop employment plans, including education and vocational training referrals.

Incorporates data from a number of sources (e.g. medical, psychological, social, vocational, and educational) to better assist service recipients in identifying attainable career options.

Utilize written tests and inventories, behavioral observations, interviews, commercial work samples, physical tolerances, stamina, endurance, worker traits, skill levels, aptitudes and interests and on the job assessments to develop an individualized career plan in conjunction with the individual.

Develop and implements evaluations and assessments, which utilize community job sites and a variety of evaluation tools as well as in-house settings.

Collect and evaluate referral information and presenting questions for each person served, develop and implement each individual evaluation plan, and orient person served to the evaluation program.

Responsible for career exploration and career development activities with assigned participants.

Analyze the results of the evaluation and assessment information, share reports with team members and implement recommendations as necessary or indicated.

Review results and recommendations with the person served and the referral source.

Prepare Vocational Evaluation Report as indicated.

Present assessment information to the person served, team members and referral sources as appropriate/indicated.

Complete program exit, follow-up, outcomes management and input from those served.

Assist with admissions, intake, and orientation process as assigned.

Provide Career guidance to participants/service recipients' including development of employment plans.

Administer, scoring, and interpret all psychometric tests and work sample results.

Maintain expertise and full knowledge in the areas of norms utilized per individual psychometric, work sample and index.

Interpret specific vocational data to the service recipients on a regular basis.

Identify learning disabilities and recommendations to internal team members for reasonable accommodations.

Be a member of the team that coordinates all specific needs of the individuals served, scheduling of exit conferences, scheduling of orientation (if needed), and any/all relevant duties as related to that program participant.

Proof and ascertain complete correctness of relevant service recipients reports prior to the exit conferences.

Generate computerized transferable skills analysis and other computerized vocational exploration and\ informational programs as applicable.

Promote an "Employment First" policy at The Arc of Union to provide opportunities for all individuals served to obtain jobs in the community. Maintain positive open communications regarding employment and potential employment with individuals served, Career Services, Residential and Financial staff, families, guardians and employers.

Promote placement and training of service recipients in competitive and supported employment positions in community work settings.

Promote job development, job advocacy and job matching, for service recipients, and as needed on the job training and follow-up services. Serve as an employment advocate in the community and within the agency for individuals served.

Create appropriate job matches based on interests, abilities and needs, determine work-site appropriateness for the individuals served and work with employers to recommend and facilitate job/facility accommodations as required for maximum success.

Network, develop and maintain positive relationships with local businesses, identify job opportunities, placement, training and support of individuals served in competitive and supported employment positions in community work settings. Advocate for and place adults and students in jobs or job sampling opportunities as available.

Responsible for vocational evaluation/Job development and completion of all required reports in a timely manner and efficiently.

Model, monitor and reinforce job related skills and behaviors to assure stability in employment. Foster independence and competitive employment.

Provide assessments that determine individual employment objectives, assets and limitation in the context of work environments in which the individual might function, and include specific recommendations to reduce or eliminate barriers to achieve employment objectives. Use state-of-the-art techniques in assessing the potential and needs of individuals served, and maintain required records for all persons evaluated.

Establish objective evaluation measures such as rate data, frequency and interval data, and any other quantifiable indices of job/work proficiency as well as critical work related skills and behaviors.

Provide support to all service recipients during Job Sampling both in the program and in the community.

Vocational Evaluator Workforce Development and Employment Services - Job Description

Assist service recipients in resume building, interview skills, writing cover letters and marketing their potential to prospective employers, etc.

Assess, train, teach, and assist service recipients with employment-related skills individually, or in small group settings via direct modeling of work skills, computer-related software, verbal or other demonstrated methods of training.

Provide a "Person Focused" approach to employment advocacy and on-the-job-training to all assigned individuals, including work schedule flexibility to meet the individuals' employment and developmental needs.

Provide appropriate supports either one to one or group training at employment sites to enhance performance and job satisfaction.

Interview service recipients and review training records promptly to match their skills, abilities and interests.

Develop a plan of action to assist the service recipient in obtaining and pursuing employment services that meet their needs.

Initiate and develop job opportunities for service recipients by networking through employment agencies, job fairs, and other resources; follow-up through phone calls, site visits, and/or written correspondence.

Document information of employment contacts, report and maintain communication with employers in the local labor market to maximize placement opportunities for assigned service recipients.

Actively participate in job match process, determine work-site appropriateness for the individuals served, and work with employers to recommend and facilitate job/facility safety and accommodations as required.

Provide all necessary supports to service recipients including individual pre-employment counseling/training, transportation to interviews and/or first day of employment, completion of employment forms, etc.

Assess service recipients' progress regularly and provide required written and verbal reports in appropriate platforms.

Complete all required electronic and hard copy documentation including reports, job and task analyses as required or assigned, etc.

Plan and coordinate all transportation requirements including "travel training" for individuals as needed.

Vocational Evaluator Workforce Development and Employment Services - Job Description

Prepare individuals for employment through proper orientation and work requirements, i.e. schedules, job rules/policies, job duties, appropriate attire, social behaviors, etc.

Document, maintain and update as necessary job offer packages, i.e. salary, benefits, etc.

Develop and maintain all employment related records and documentation for service recipients as required.

Assist in developing and maintaining work contracts and contacts with the public to provide paid work for service recipients. Keep daily records of work completed and associated billing documents. Forward such documents to relevant departments efficiently and in a timely manner.

Update Career Services, Residential department, Finance department, families, and guardians regarding employment progress and opportunities for service recipients.

Attend meetings as required, e.g. Pre-admission, IDT, Service Plan, etc.

Supervise and monitor service recipients in their job setting in community job placement and within the agency employment setting. This may include monitoring service recipients' personal hygiene and providing training and support as needed.

Serve as a liaison and community connection with business and industry personnel, stakeholders, teams and Opportunity Services.

Work with joint supported employment programs (Division of Vocational Rehabilitation, DDD, Labor and Workforce Development (LWD), WIOA, In & Out of School Youth (OSY), WFNJ-NJLWD etc.) to assess, train, and place service recipients in jobs.

Provide documentation as required by the Program Standards, which includes, but is not limited to: monitoring and tracking documentation in accordance with the IP or ISSP, attendance forms, time sheets, incident reports, etc. and within identified budget, filing data in each client's personal file, summarizing of training plans, re-ordering forms as needed, following procedures as required by the Arc of Union, local, county, state, and federal licensing agencies, and other required documentation.

Work with Finance Department to generate invoices for completed work to facilitate billing of agencies and other companies or individuals for work performed.

Complete accurate and detailed service recipients attendance and billing that meet regulatory agency requirements via approved agency platforms.

Attend agency trainings, webinars, local, counseling/vocational rehabilitation related seminars, conferences, workshops, and state-level training pertaining to Job Coaching and Supported Employment.

Vocational Evaluator Workforce Development and Employment Services - Job Description

Implement the strategies necessary to assist the individual in progressing toward his/her personally defined outcomes as indicated in the Individual Service Plan (ISP), a Person Centered Plan (PCPT) or Service Detail Report (SDR).

Log into Therap Daily and review all logs, Email, & S.Comm as required.
Record data (in Therap) relative to assigned outcomes for service recipients, including ISP tracking, Daily Training Record (DTR) etc.

Complete documentation of ISP data and other relevant/applicable planning tools for each service recipient.

Document and communicate to Assistant Director, Workforce Development and Employment Services on any non-emergency changes on the service recipient needs or functional abilities.

Implement skill development, Behavior plans, ISP and other plans as developed and directed.

Recognize and respect all individuals' rights, encourage their independence; recognize and value competence and dignity; respect their cultural/religious needs and preferences; promote employment and social inclusion; preserve integrity, support strengths, maintain the quality of life, enhance all domains/areas of development; promote safety and economic security.

Promote individual interactions and experiences by emphasizing on appropriate community experiences, and offering a variety of activities and choices.

Assist the individuals served with development of self-control, independence, enhancement of social, communication, interpersonal, adaptive and functional skills in accordance with their individualized plans and needs.

Complete all required documentation and assignments as directed in accordance with Agency standards, e.g., DHS, Labor and Workforce Development (LWD), DDD, SE, CARF, etc.

Monitor and support individuals served in community-integrated settings and ensuring service recipients are under proper care when handed off to another site, program, employee or staff member, and accounted for at all times.

Follow assigned schedule and agency clock in/out procedures.

Maintain regular, reliable, and non-disruptive attendance is an essential job duty. Lack of adherence to assigned work schedule, abrupt call outs, patterned absences etc. undermines agency's obligation to provide consistent staffing, safe care and exerts hardship in the smooth operation of the program.

medServe as an advocate for service recipient needs and ensure the effective flow of communication to the Supervisor, Assistant Director or other appropriate administrative or support staff to address identified needs.

Communicate effectively and provide required information to service recipients and team members in a timely manner.

Communicate effectively and professionally with management, co-workers, service recipients, families, guardians, support coordinators, case managers and others as necessary.

Assure timely, thorough and effective communications regarding program, employee operations, to all appropriate parties including but not limited to program staff, supervisor, director and/or executive designee.

Complete all required documentation relative to vehicle or transportation services. Ensure Agency vehicles are driven in a safe manner.

Ensure proper administration of medications and completion of all appropriate documentation; monitor individuals served after medication administration. Comply with medical, dietary and other physician orders as stated; report any arising medical concerns in accordance with policies and procedures.

Assure staff members are writing the date, the time and their initials on the bubble pack/bingo cards after administering medication.

Conduct meticulous random medication pack/bingo cards audits to ascertain proper medication administration and charting.

Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within the profession/job specific guidelines.
Follow agency attire guidelines.

Must fully cooperate with all investigations, inspections, etc. internally and externally including full cooperation with the Department of Human Services, the Division of Developmental Disabilities, or any other duly authorized person regarding the care and service given to individuals' served by this Agency.

This is an active role position, which requires a minimum of standing for 4 to 5 hours, ability to lift or transfer up to 35 lbs, and ability to push/pull a wheel chair with an adult occupant. Ability to apply Agency Training Crisis Management Techniques when necessary consistent with criteria as trained; the techniques includes Punch Blocks, Kick Blocks, Bear Hug, Basket hold and Take Down.

This position requires driving a vehicle; it may require operating manual devices such as hydraulic lifts, wheelchair lifts, vehicle doors, etc. for transporting service recipients.

Must be able to intervene and apply the appropriate verbal de-escalation and/or physical intervention techniques during a crisis in accordance with agency policies and procedure. This only applies to DDD individuals served.

Initiate "on call" procedures with respect to arising incidents including 911 emergency calls, life threatening incidents, and/or operational breakdown etc. and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Responsible to report to immediate Supervisor or through the chain of command any suspected incidents of abuse, neglect or exploitation of service recipients and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy and state law.

Monitor and safeguard agency property and funds.

Monitor service recipients and report any changes through the chain of command. Responsible to accompany Individuals served to Emergency Room as needed.

The agency may assign employees to any duties and to any work site, it deems necessary in its sole discretion.

I have received this job description. I have read it and understand all the requirements and responsibilities herein contained. I further understand that this is not a comprehensive listing of all tasks, which may be assigned, and The Arc of Union County has the right to amend this job description as necessary to meet the organization's needs. I understand that failure to comply with this job description and/or subsequent changes will result in my removal as an employee.

_____ _____

Employee Signature Date

_____

Employee Full Name

The Arc of Union County
Vocational Instructor, ABE/GED/ESL - Job Description

Summary: The Arc of Union County Inc. is a leading provider of Person Centered Therapeutic services to vulnerable and individuals with developmental disabilities. The programming is designed to assist in-school and out of school youth and adults with the necessary tools they need in order to successfully secure high-quality employment. Vocational Instructor, develops a person-centered evidence-based and personalized employment information curriculum that is designed to promote learning, interaction, internet, and email awareness, social networking options that will foster communication, encourage expression, and foster job search skills, placements, job retention and sustainability.

The incumbent is responsible for preparing service recipients to access high quality employment. Vocational instructor assists vulnerable population to succeed in the workplace; promotes labor management harmony, and advocate for a safe working environment while also eliminating significant barriers to employment.

Vocational Instructor prepares service recipients to acquire ABE, GED, ESL certifications and knowledge to function effectively as workers, and lifelong learners in a changing world.

The incumbent identifies and eliminates barriers to employment, assist in-school and out of school youth and adults with the necessary tools they'll need in order to successfully secure high-quality employment.

The Vocational Instructor maintains a classroom environment that facilitates Adult Basic Education, English Language Development, Literacy and basic subjects required to pass the GED or equivalent examination. The Vocational Instructor teaches one or more subjects including, but not limited to reading, mathematics, and language arts. These courses are designed to be responsive to the needs and expectations of the diverse community and adults we serve. The objective is to assist program participants to achieve their career and learning goals. The incumbent also promotes acquisition of skills including advancement of professional skills for securing certification and employment, leadership development, entrepreneurial skills, financial literacy and more. The curriculum promotes guidance, growth to the youth and coaching, mentoring to the adults.

The Vocational Instructor provides a safe, secure, and dependable support and assistance in areas that are necessary for service recipients to achieve full employment, independence, personal and economic well-being.

The incumbent implements and facilitates educational plans, teaches and monitors skills development, provides support and mentoring for service recipients through a person-centered approach. The incumbent considers the unique characteristics and needs of the individual as expressed by the individual.

This is a non-exempt position. The incumbent reports to the Assistant Director, Workforce Development, Supported Employment & Employment Services.

This position requires completion of DDD System Mandatory Training Bundle within 90 days of hire, DDD, SE, DOL, Agency Orientations and other designated trainings including trainings

provided by the Mental Health Association, The Bogg's center etc. and a minimum of 12 Hours of Professional Development completed annually.

This position requires that information related to service recipient, employee, program operations is handled, channeled, managed and delivered professionally to the appropriate and right personnel or party consistent with agency and department policy.

Skills: This position requires Proficiency in Windows software, Ability to use a data entry software such as Therap, Ability to complete Shift and Individual Served ISP Data entry in web based electronic platform. Ability to teach grammar, vocabulary, and writing essays, reports, and correspondence to prepare program participants for the GED test, etc. Mathematical Skills, Reasoning Ability, excellent organizational, conceptual and interpersonal skills required. Ability to develop a person-centered employment information curriculum. Proficiency in Windows and smart board required. Knowledge of multiple systems and brands preferred. Coaching, teaching, and communication skills required. Demonstrate positive, professional appearance and attitude, sensitivity to participants' issues and feelings. Demonstrate knowledge of diversity and cultural sensitivity toward youth/adult education student population. Must have a positive, upbeat personality with a strong desire to motivate service recipients. Active listening skills and exceptional interpersonal skills required. Demonstrate compassion. Must be calm, fair, and patient, and be able to work with service recipients from a variety of backgrounds. Demonstrate ability to communicate clearly and concisely, both orally and in writing. Demonstrate compliance with professional ethical conduct, critical thinking. Demonstrate attention to detail, confidence, adaptability stamina, and commitment to development. Able to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Demonstrate ability to write routine reports and correspondences. Able to respond to common inquires or complaints from service recipients, regulatory agencies, etc. Able to effectively present information and respond to questions from groups of administrators, managers, employees, service recipients, general public, posses customer service etiquette etc. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Demonstrate ability to work with others, with system issues, and within designated time frames. Understand group work.

Qualifications: Bachelor degree in Psychology, Rehabilitation, Special Education or related field and a valid state or standard professional teaching certificate appropriate to the subject taught or licensing required. Minimum of three years related classroom instruction experience and/or training or equivalent combination of education and experience. Experience with youth education population, curriculum development, Social Services Programs, etc., are preferred. Familiarity with literacy programs and testing and specific needs of youth/adult learners required. Must be 21 years of age or older. Some experience in community job development and employment skills development. Familiarity with Social Service Programs. Must have a Valid New Jersey driver's license and abstract (not to exceed 5 points), and ability to meet agency insurability requirements. Complete State/Federal Criminal Background checks and Central Registry checks.

Major Position Responsibilities

Develop relevant Program Curriculum, instruction materials and lesson plans for review and approval by department head.

Deliver career counseling, training, and support services to succeed in a competitive labor market.

Develop/Design varied employment lessons in line with the departmentally designed Program Schedule for review and approval by department head.

Assess learning styles and abilities of service recipients and instruct on the use of a variety of different tools available to address each individuals' strengths and diverse individualized and culturally sensitive learning needs.

Maintain responsibility for instruction and classroom management under the provisions of the Division of Adult Education.

Implement educational curriculum, facilitate literacy programs, lesson plans etc.

Plan and implement instruction to adults enrolled in the Adult Education/GED/ESL program.

Responsible for the instruction, assessment and progress in ABE/GED English courses.

Provide classroom instruction in the areas of basic education subjects including career planning, social adjustment, and general life skills information.

May instruct conversational English, and ideas and customs in English to adults with limited English proficiency.

Teaching, developing and implementing lesson plans, differentiating instruction and following youth/adult record keeping processes and procedures.

Provide high-quality instruction to youth/adult basic education program participants utilizing research-based instructional strategies and best practices including differentiated instruction.

Integrate the career awareness and workforce readiness curricula into instruction.

Provide mentoring support to adults including referral to tutoring services and guidance in a career pathway.

Promote personal growth and development of youth and prepare them for competitive employment.

Conduct constructive and comprehensive youth/adult assessments.

Maintain all required youth/adult records and complete all reporting requirements.

Complete all required documentation and assignments as directed in accordance with Agency standards, e.g., Labor and Workforce Development (LWD), WIOA, In & Out of School Youth (OSY), WFNJ-NJLWD etc.

Continually communicate with youth/adult on instructional expectations and keep them informed of their progress in meeting those expectations.

Teaching, developing and implementing lesson plans, differentiating instruction and following youth/adult record keeping processes and procedures.

Provide mentoring support to youth/adult including referral to tutoring services and guidance in a career pathway.

Evaluate and maintain participant's academic progress.

Assess, train, teach, and assist service recipients in employment-related skills individually, or in small group settings.

Model, monitor and reinforce educational and employment related skills and performance of service recipients to assure stability in employment.

Support service recipients in resume development, and marketing their potential to prospective employers.

Assess service recipients' progress regularly and provide required written and verbal reports in appropriate platforms.

Complete all required electronic and hard copy documentation including reports, job and task analyses as required or assigned, etc.

Provide relevant documentation as required by the Arc of Union, local, county, state, and federal licensing agencies, and other entities, etc.

Complete accurate and detailed service recipients attendance and billing that meet regulatory agency requirements via approved agency platforms.

Attend required professional development activities, agency trainings, webinars, local, county, and state-level training pertaining to Job Coaching and Supported Employment, etc.

Implement the strategies necessary to assist the individual in progressing toward his/her personally defined outcomes.

Log into Therap Daily and review all logs, Email, & S.Comm as required.

Record data (in Therap) relative to assigned outcomes for service recipients.

Document and communicate to next level supervisor, any non-emergency changes on the service recipient needs or functional abilities.

Implement skill development and other plans as developed and directed.

Implement Education Curriculum as designed.

Develop/Design varied lessons in line with the departmentally designed education/training calendar for review and approval by department head.

Assess learning styles and abilities of service recipients and instruct on the use of a variety of different tools available to address each individuals' diverse learning needs.

Conduct information sessions to enhance skill development and self-esteem by creating successful learning experiences.

Engage service recipients through multiple learning modalities—appealing to auditory, kinesthetic, and visual learners.

Advise and assist service recipients in trouble-shooting computer-related issues they are experiencing, such as issues with opening and closing applications, documents, and windows, logging in and out of a system, and navigating approved safe, appropriate web applications.

Assess performance regularly and provide guidance and feedback regarding educational and technological success.

Work with the team members to develop creative and innovative instructional activities.

Utilize various strategies to provide direct and immediate feedback as needed before the learning point is missed.

Work collaboratively with other team members across the continuum of care to assess necessary educational, vocational and technological skills.

Observe and evaluate performance in developing service recipients' educational and career-readiness skills and maintain such records regarding their performance.

Provide technological and electronic communication opportunities, encourage expression and promote independence.

Ensure instruction room and computer activity areas, equipment, and materials are appropriate for use.

Ensure all instruction room and technology equipment meet agency safety standards and coordinate with IT and maintenance departments to address any technology or maintenance concerns.

Institute a documented plan for regularly checking equipment and supplies for safety and utilization.

Establish procedures such as rules, routines, and policies for safe and responsible use of classroom materials and equipment.

Build therapeutic rapport with the individuals served, acknowledge their progress, or reflect upon their reactions toward the curriculum.

Select safe information technology equipment or devices consistent with HIPAA laws and agency guidelines.

Recognize and respect all program participants' rights, encourage their independence; recognize and value competence and dignity; respect their cultural/religious needs and preferences; promote education, employment; preserve integrity, support strengths, maintain the quality of life, enhance all domains/areas of development; promote safety and economic security.

Follow assigned schedule and agency clock in/out procedures.

Maintain regular, reliable, and non-disruptive attendance is an essential job duty. Lack of adherence to assigned work schedule, abrupt call outs, patterned absences etc. undermines agency's obligation to provide consistent staffing, safe care and exerts hardship in the smooth operation of the program.

Serve as an advocate for service recipient needs and ensure the effective flow of communication to the Program Supervisor, Director or other appropriate administrative or support staff to address those needs.

Communicate effectively and provide required information to service recipients in a timely manner.

Communicate effectively and professionally with management, co-workers, service recipients, and others as applicable.

Assure timely, thorough and effective communications regarding program, employee operations, to all appropriate parties including but not limited to program staff, supervisor, director and/or executive designee.

Perform duties according to the methods, manner and spirit of the ideals of the field of Social Services and within the profession/job specific guidelines.

Follow agency attire guidelines.

Perform duties according to the methods, manner and spirit of the ideals of the field of Human Services and within profession/job specific guidelines, including wearing appropriate attire, being a role model for staff, service recipients etc.

Must fully cooperate with all investigations, inspections, etc. internally and externally including full cooperation with the Department of Human Services, the Division of Developmental Disabilities, or any other duly authorized person regarding the care and service given to individuals' served by this Agency.

This is an active role position, which requires a minimum of standing for 4 to 5 hours, ability to lift or transfer up to 35 lbs, and ability to push/pull a wheel chair with an adult occupant.

Must be able to intervene and apply the appropriate verbal de-escalation techniques as needed. This only applies to DDD service recipients.

Initiate "on call" procedures with respect to arising incidents including 911 emergency calls, life threatening incidents, and/or operational breakdown etc., and complete Unusual Incident Reports (UIR) in a timely manner consistent with agency policy, etc.

Monitor and safeguard agency property.

The agency may assign employees to any duties and to any work site it deems necessary in its sole discretion.

I have received this job description. I have read it and understand all the requirements and responsibilities herein contained. I further understand that this is not a comprehensive listing of all tasks, which may be assigned, and The Arc of Union County has the right to amend this job description as necessary to meet the organization's needs. I understand that failure to comply with this job description and/or subsequent changes will result in my removal as an employee.

_____ _____

Employee Signature **Date**

_____

Employee Full Name

Joseph Navarra
1937 Stablegate Drive
Canandaigua, New York 14424
585-746-3108
josephnavarra04@gmail.com

CAREER OBJECTIVE: To obtain a leadership position in a growing environment where my skills and experience will help forty your mission.

EXPERIENCE:

Director of Workforce Development (Vocational Rehabilitation) & Employment Services (fulltime)
October 2019 to present
The Arc of Union County, New Jersey

- Responsible for all program and administrative oversight of the Workforce Development and Employment Services program.
- Identified gaps in incident review policy satisfaction survey, case notes and overall staff training and measuring tools.
- Introducing Lean Management theory to begin improvements of agency billing procures.

Lead Vocational Rehabilitation Specialist (fulltime) November 2014 to October 2019
Compensatory Work Therapy Program Manager
Veterans Administration, Canandaigua, NY.

- Responsible for all administrative and clinical oversight. This included mental health, rehabilitative, and both intellectual and physical disabilities.
- Developed and executed strategic plans to facilitate department polices and improve measures and outcomes of program objectives by implemented new standards and measures.
- Exhibit knowledge of an assortment of vocational and residential programs, their set-up, administration, and continued functioning.
- Key member of utilization review team developing cost saving department practices.
- Provide supportive services to the Behavioral Health Care Line Manger such as administrative, clinical and/or consultative in nature, including acting as a liaison with contacts in VA Central Office.
- Proficient with Joint Commissions and the Commission on Accreditation of Rehabilitative Faculties (CARF) and was the monitoring agent for compliance with standards consistent with successful accreditation.
- Monitor clinical processes and documentation necessary for compliance with accreditation and appropriate medical and psychiatric care.
- Oversight of all risk management policies and procures for the department.
- Provided program evaluation with consistent movement toward trending issues with the Veteran population. Proactively initiated several mental health based vocational programs improve outcomes for the facility recognized by Washington DC.
- Daily monitoring of all program activity from Transitional Work Experience, Incentive Therapy and Supported Employment.
- Responsible for the fiscal management of the Vocational Rehabilitation Service/, Compensated Work Therapy, Transitional Work Experience, Supported Employment and Homeless programs.
- Responsible for the monitoring of time-motion studies utilized to bid contracts and establish piece-rate remuneration, and will be responsible for billings to the contractor for completed work.
- Provide statistical data, program documentation, billing and contract information, payroll, budgetary items and other regularly scheduled reports to the BPRS Lead and BH Care Line Leadership.
- Accountable for consultative, instructional and supportive services to internal and external programs/organizations.
- Understand and promote compliance with patient confidentiality and ethical conduct guidelines and monitor these procedures with all assigned staff.

Supervisory Health Science Specialist (fulltime) May 2012 to November 2014
Veterans Administration, Canandaigua, NY

- Provide oversight and supervision of 75 crisis line and homeless call center specialists.
  - Review and approve work allocation, training and problem resolution.
- Responsible for making critical and clinical decisions regarding the safety and customer service experience of Veterans.
  - Provide guidance, advice and supervision to employees.
- Developed and assisted with the implementation of policies and procedures, including the creation and facilitation of a mandatory employee training.
- Responsible for up to 22 employees' performance appraisals and monthly reviews.
- Have comprehensive knowledge of Veteran's Administration systems including: CAPRI, VISTA, and TMS.
- Provide data reports to help determine long range scheduling and staffing requirements.
- Provide leadership within the multidisciplinary team to develop, maintain and implement programming for the call center.
- Take action regarding disciplinary issues including written, verbal, formal and informal reprimands. Work with employees to resolve a variety of customer service concerns.
- Developed and implemented standard operating procedures to improve shift efficiency.
- Have operating knowledge of AFGE and SEIU unions, mental health assessment and triage, clinical operations and procedures, staff hiring (interviewed employees for hire), and related accredited and certification requirements (CARF).

Health Science Specialist (fulltime) October 2010 to May 2012
Veterans Administration, Canandaigua, NY

- Provide therapeutic support services to both veterans and non veterans, primarily via use of telephone, chat and text services.
- Proficient in assessing emotional, functional and/or psychological conditions using proprietary questionnaires and other measurement devices including initial screenings of individuals by gathering social, drug, family and military history.
- Work collaboratively with staff to identify appropriate services addressing mental health issues, referrals, benefits, support groups and outside resources to veterans in crisis.

Student Support Specialist/Career Coordinator (fulltime) March 2004 to October 2010
Center for Youth Services, Rochester, NY

- Career Counseling
  - Partnered in the determination of appropriateness and potential of candidates of the incarcerated job program.
  - Monitored compliance of school policies and regulations.
  - Provided counseling, workshops, assessments and career-related guidance.
  - Planned and advertised career service programs via internet, school media, and agency work boards.
  - Created a ten topic series of career workshops facilitated to a few hundred participants.
  - Consumers learned: What do I want to do for work? How to I apply? Resume writing and How to keep a job.
  - Administered Myers Briggs and other various career assessments.
  - Provided crisis intervention services, career and individual counseling.
  - Provided career and individual counseling.
- Developed, implemented and facilitated yearly career fairs resulting in foot traffic of over 300 attendees.
  - Forged community partnerships with local and national business owners.
  - Developed a relationship with the New York State Department of Labor.
- Direct Services
  - Crisis response, individual, group and family counseling, peer mediation, referral readiness, suicide intervention, outreach to students, assessment and planning, asset

development activities, information dissemination, prevention education and transition support.

- Administrative Services
  - Needs assessment, outcome measurement, program evaluation and quality improvement, data collection, report writing, case management recording.
- Systemic Enhancements
  - Establishment and maintenance of strong communication with partners, administration and faculty, standardization of best-practices i.e. referral process.

EDUCATION:

The College at Brockport, **Masters in School Counseling** Fall, 2012
State University of New York at Plattsburgh, **Bachelor of Science, Mass Communication/Mass Media** May, 1995
Monroe Community College, **Associates Degree with a concentration in Business** May, 1992

TRAINING:

- Lean Management Six Sigma Yellow & Green Belt Certified
- Genesis 360 Leadership Graduate
- VA Leaders Developing Leaders I, II & III
- VA Voices Trained
- Crucial Conversations Trained
- NOVUS Trained
- VA LGBTQ Team Member
- *100 plus contact hours toward CASAC Certification*
- (NCC) National Board for Certified Counselors
- Former ACA member American Counseling Association
- Bullying and Adolescence Substance Use/Abuse
- Crisis Intervention and Response
- Chemical Dependency Training
- Sexuality Training
- Current, Local Crime/Drug Trends
- Prescribed Medications and Adolescence

SPECIAL SKILLS:

- Fluent in Italian (written and spoken)
- Certified in CPR and First Aid Responder
- Computer Skills: Microsoft Office i.e. Word, Excel, PowerPoint, Publisher, Desktop Publishing Skills & Internet research & Photography

VOLUNTEER EXPERIENCE:
1990 to present

- Sunshine Children's Home for the developmentally disabled
- PUSH (People Understanding the Severely Handicapped)
- ARC of Plattsburgh
- MS Walk of Rochester
- Certified New York State coach

BRANDON J. PHELPS

SUMMARY

Young and eager professional seeking employment that provides the opportunity of building & maintaining corporate and client relationships while promoting the company as a brand.

EXPERIENCE

Acting Director, The Arc of Union County
Springfield, NJ – April 2019- Present

- Develop operational plan for the Associate Executive Director Operation's review including but not limited to strategies for increasing referral volnme, increasing service capacity, management existing accounts, fulfilling service contract objectives, driving sales, productivity and overall business growth.
- New business development, market new and innovative ideas.
- Promote the sales of the existing service portfolio of vocational services, workforce development etc.
- Follow sales strategies to gain market share, enlighten and provide technical proficiency about the services to staff, provide feedback from vendors, manage opportunities to further market existing service portfolio.
- Drive accounts utilizing sales & marketing strategy.
- Solidify existing as well as constantly establishing new accounts.

EXPERIENCE (continued...)

Assistant Director, The Arc of Union County
Springfield, NJ - Mar 2018- April 2019

- Promote placement and training of service recipients in competitive and supported employment positions in community work settings.
- Promote job development, job advocacy, and job matching, for service recipients, and as needed on the job training and follow-up services.
- Serve as an employment advocate in the community and within the agency for individuals served.
- Screen all program employment related records and documentation for adults and students, as required.
- Assure structured education, vocational training and enhancing opportunities for individuals served.
- Attend meetings with DVRS and community employer organizations to enhance the goal of gaining competitive employment for service recipients.

Vocational Evaluator, The Arc of Union County
Springfield, NJ - October 2017- Mar 2018

- Interview service recipients to ascertain employment, education and training histories.
- Assess program participants' vocational interests, abilities, strengths, weaknesses, aptitudes, behaviors and functional limitations by administering and scoring a battery of tests and vocational evaluation tools.

phelpsb93@gmail.com phelpsb93 908.209.2809 phelpsb93

BP

EXPERIENCE (continued...)

Vocational Rehabilitator, Catholic Charities
Union City, NJ - March 2016- September 2017

- Coordinates employment and training services with staff to assure efficient and effective service delivery and to meet program goals for client referral, placement, participation and transition.
- Assesses experience, skills and limitations of clients.
- Assists clients in filling out employment applications, sets up interviews with potential employers.
- Develop market/business strategies and material for program services.
- Maintain collaborative working relationships with business, assuring regular contact to access current job opening and opportunities for career advancement.
- Conduct on-site and off-site presentations and trainings for clients, fellow staff, and members of the referral community to present CCAN scope of services.

EXPERIENCE (continued...)

Concierge, Guardian Services
Tenafly, NJ - July 2017- Present

- Assist residents with scheduling vendors to come on site.
- Organize social events for residents to interact and network amongst each other.
- Assisting guest and residents with all reasonable requests.

Customer Service Clerk/ Front End Manager, Shop Rite of Hillside
Hillside, NJ - December 2015- Dec 2016

- Assist customers with all issues and concerns that they have.
- Managed the store front and all cashiers to ensure customer transactions are done in a timely manner.
- Assisted the customers when other departments were closed by doing cake writing, floral wrappings, and blowing up balloons
- Refund all dissatisfied customers back their tender based on Shoprite policies and procedures.
- Assisted the customers when other departments were closed by doing cake writing, floral wrappings, and blowing up balloons.
- Refund all dissatisfied customers back their tender based on Shoprite policies and

BRANDON J. PHELPS

EXPERIENCE (continued...)

Note Taker, William Paterson University
Wayne, NJ - Sept-December 2013/ 2014

- Wrote clear, concise and detailed notes for fellow classmates who received class notes as an approved accommodation through the office of Disability Services.
- Required to type or scan my notes and upload them within 24 hours of the end of each class.
- Learned how to write my notes to tailor to the needs of students who suffered from a variety of impairments (visual, hearing, learning disabilities, etc.)
- Maintained a minimum GPA of 3.0. during my time working for disability service

Tele Fundraiser, Covenant House
New York, NY - June 2014- Aug 2014

- Helped us raise money to provide services for homeless and runaway youth.
- Stayed up to date with the latest news involving Covenant House and its efforts.

SKILLS

•Lexis Nexis
•Word Press
•Social Media
•Final Cut Pro
•Strategic Planning
•Adobe Acrobat
•Buildinglinks
•Microsoft Office Suite
•Associated Press Writing Style
•Copy Editing
•Interpersonal Communication

EDUCATION

William Paterson University
Bachelor of Arts,
Public Relations
May 2015
Lambda Pi Eta – Communication Honors
Member of Phi Kappa Tau

William Paterson University
Masters of Arts,
Professional Communication
May 2017

ACTIVATIES

- Financial Advisor of Phi Kappa Tau – Epsilon Epsilon Chapter
- Executive Treasurer- WPU Student Government
- Vice President of Academic Affairs-WPU Student Government

AWARDS & ACKNOWLEDGEMENTS

- Rising Star Award Recipient
  •WPU Student Government Awards

Amanda Faison

West Orange, NJ, 07052
(973) 634-6562 | Amanda_Faison@bloomfield.edu

Education

Bloomfield College *5/2018*
Bachelor of Arts in **Psychology**
GPA: 3.68

Work Experience

Arc of Union County, ***Springfield, NJ*** *7/18-present*
Supportive Employment, Job coach

- Conducted long term follow along visits
- Coached client's during job sampling experiences
- Assisted with Vocational Evaluations
- Transported Clients to and from work
- Reported activities in written case notes

South Mountain YMCA, ***Maplewood, NJ*** *9/13-7/18*
Pre-School Assistant Teacher

- Worked with children from age 3 to 5
- Helped them learn how to read and write letters in the alphabet
- Teach students how to count and recognize numbers

Embedded Tutor, Bloomfield College, ***Bloomfield, NJ*** *9/14-5/18*

- Tutoring assistance for Freshman Math students

Research Experience

Summer Research Opportunity Program Scholar (SROP), **University of Michigan, Michigan** *6/17-08/17*

- Conducted research on poverty-related stress and maternal depression
- Compiled and analyzed multifactorial data using R-package data analysis software, specifically employing multiple/linear regression and correlation analyses
- Collaborated and with University Faculty and Graduate Staff

Honors Program Independent Research Project **Bloomfield College** *9/15-12/15*

- Conducted an independent, survey-based study to identify the relationship between drug use patterns and family history
- Compiled and analyzed data using the SPSS data analysis software package
- Collaborated with College Faculty

Awards and Recognition

- McNair Scholar, TRIO Ronald E. McNair Post-baccalaureate Achievement
- Bloomfield College Honors Program Participant *2014 -2017*
- Bloomfield College Portfolio of Excellence Recipient *Fall 2017*
- Bloomfield College Dean's List recipient *2014 -2017*
- National Society of Leadership & Success Member (Year)
- Psi Chi Psychology Honors Society Member (Year)
- COLLEGE NAME Study Abroad Student, *London, UK Spring 2016*

Skills

- R Statistical Environment, SPSS: Proficient in both command-line and GUI-based data analysis software
- Microsoft Office Suite: Proficient with the entirety of Office programs, specifically Word, Excel, and PowerPoint

Shukriyyah Murphy

95 Valley Park South|, Bethlehem PA 18018 | ☎ (973) 640-7743 | shukriyyahmrphy@yahoo.com

Professional Profile

Self-motivated Professional, with significant years of relevant experience, related proficiencies and a background in social services, disability development, communications, and program supervisory skills. Detail–oriented individual who exemplifies professionalism, and an ability to manage multiple projects and tasks at any given moment. Demonstrated history of successful administration and effective issue resolution, while ensuring a positive company image.

Professional Experience

Arc of Union County (Springfield, NJ)
Program Supervisor / Caseworker 6/2017-Present

- Oversee employment of qualified personnel in a timely and efficient manner
- Develop positive, cooperative relationships with service recipients, families, and guardians
- Audit, review, and inspect programs to assure operational practices, records, and programs systems are consistent
- Support and assure that programs maintain required certification, standards and manuals

Catholic Charities (Newark, NJ)
Job Coach/Caseworker 4/2015-06/2017

- Communicated with clients to understand their employment skills
- Developed effective job coaching and employment plans
- Updated case records in regard to client activity in the programs/internships/training programs
- Established linkage agreements with companies for hiring/training clients

Devereux Treatment Center (Ringwood, NJ)
Program Supervisor 8/2014-4/2015

- Supervised all clients and staff serving a population of DD, BP, Blind, and Autistic
- Administered Medication to clients
- Completed assessments and treatment plans: Recorded findings in case notes
- Prepared various financial reports for upper management to review all clients expenses

Arc of Essex County (Roseland, NJ)
Teacher's Assistant 11/2011-5/2014

- Assisted consumers with varying disabilities with daily living, socialization and employability skills
- Assisted Head Teacher in administering reading, writing, and math skills
- Kept record of the progress or the lack thereof students
- Reported all facts over to Head Teacher

Newark Public Schools (Newark, NJ)
Teacher's Assistant 8/2011 – 6/2013

- Upheld and enforced school rules and regulations for consumers with various learning disorders
- Assisted in managing the behavior of students and crisis intervention
- Assisted in inventory, care, and maintenance of equipment
- Assembled material, programs and equipment prior to the arrival of the students

Education

Taylor Business Institute (New York, NY) 08/2003 – 05/2005
Associate in Business Administration

Certifications: CPR, Overview of DDD, Danielle's Law, Medication Administration, Rutgers's Bogg Management

Manette Dufrene

14 Alfred Lane Apt D
Bloomfield, NJ 07003
Email:dufrenema@gmail.com
Cell: 201-283-7114

WORK EXPERIENCE

The Arc of Union County - Springfield, NJ- January 2019 to Present
Vocational Evaluator

- Facilitates and administers all required Diagnostic Vocational Evaluation (DVE) testing.
- Compiles, analyzes, and reports results of testing from all DVE tools, incorporating observations, case-notes, and professional opinion.
- Develops and modifies testing instruments and methodologies to meet specialized participant needs; observes, records, and interprets participant behaviors and performances as they relate to the job market.
- Provides specialized vocational guidance and counseling to identify job interests and to help attain job-seeking skills.
- Analyzes participant personal, work, and economic history; medical, educational, social and/or psychological data; and physical strengths and barriers to employment.
- Develops comprehensive and integrative reports of findings and recommendations in the
- Follows up with counselors to assess needs and see if recommendations require revision in order to better meet the participant's needs.

Delta Community Supports - Raritan, NJ - March 2017 to December 2018
Employment Specialist

- Helps clients find and keep competitive employment that is consistent with their vocational goals.
- Supports clients making employer contacts by applying for jobs, or learning more about jobs availability in their community.
- Provides frequent in-person job training.
- Works with the local Vocational Rehabilitation (VR) and the Division of Developmental Disabilities (DDD) office to coordinate programming issues and client services.
- Provides outreach to VR to offer integrated services.
- Attend IHP meetings.
- Conduct intake meetings and complete and update monthly casework notes.

Direct Support Professional
Floater

- Worked to improve and enrich the lives of individual with developmental, mental and physical disabilities.
- Develop and implement plans for individuals to improve independence.
- Administer daily medications; supervise individuals with their daily activities.
- Maintain accurate case management reports.

SOS Security at Verizon Wireless Headquarters - Warren, NJ - July 2012 to April 2017
Console Operator

- Manage all calls, incoming and outgoing.
- Maintain all information confidential.
- Log all incoming and outgoing activities.
- Signing employees, consultants and visitors in and out the facility.

Nanny- Eastman Residence - Plainfield, NJ - February 2014 to 2017
Nanny

- Helping with homework, reading to and with him, reinforcing appropriate discipline, running errands/ transporting him to swim and boxing classes.
- Planning meals for children (when needed).
- Supervising his meals, cleaning and washing up after his meals.
- Approved outdoor activities, planning and supervising rest, bed and nap times and tidying his bedroom and play area.

Karate Youth - Irvington, NJ - September 2014 to September 2015
Teacher Assistant

- Create nurturing, helpful and compassionate environment for children.
- Provide primary care to assigned infants and toddlers.
- Create and implement age appropriate activities.
- Heat up and serve lunches, and assist children in eating.
- Assist with execution of individual development plans.
- Maintain files and records of children' progress.
- Participate in teacher-parent meetings.
- Develop curiosity, exploration, and problem-solving skills among children.
- Manage emergencies during and after school.

Marshall Elementary School - South Orange, NJ - January 2012 to June 2012
Teacher Assistant- Internship

- Assist lead teacher in lesson delivery and presentation.
- Administer behavior of students to create a safe classroom's environment.
- Perform general administrative tasks such as filing, record-keeping and taking phone messages.
- Maintain records and compile varied reports in an accurate and timely manner.
- Communicate and interact with parents and caregivers.
- Ensure parent involvement in program planning.

Planned Parenthood of Metropolitan - Newark, NJ - May 2010 to January 2011
Assistant Health Administrative, Internship

- Filling all paper work, posting payments, sending bypass request to insurance companies.
- Calling patients about their insurance coverage and billing.

EDUCATION

Bachelor of Arts in Sociology
Bloomfield College - Bloomfield, NJ 2017
Associate in Applied Science
Berkeley College - Newark, NJ 2010

SKILLS

- Customer service skills
- Ability to work under pressure
- Interpersonal skills
- Proficient in Word, Access, Excel, PowerPoint
- Famplan a healthcare database system
- Great communication skills
- Bilingual-Fluent in English and French/Creole

CERTIFICATIONS/LICENSES

- Employment Specialist- Current
- CPR- Current

FESTUS OGUTU
144 BOSTWICK AVENUE APT. 6
JERSEY CITY, NEW JERSEY 07305
551-208-9027
E-mail: princefestu@yahoo.com

OBJECTIVE: To secure a position in a company that will challenge and improve my abilities. To provide a company with the dedication and skills I have to offer

EDUCATION:

2006 - 2010 New Jersey City University, Jersey City, NJ
Major: Criminal Justice Specialization: Criminal Justice

RELATED COURSES:
Police organization & Administration
Correctional System & Administration
Management of Public Safety
Criminal Law
Examination of Crime Evidence
Crime & Delinquency

EXPERIENCE:

2018 – Present Arc of Union County, Springfield, NJ
Job Coach/Case Manager

- Transport consumer to and from their homes using company vehicle.
- Responsible for the skills training on job, provision and/or arrangement of services needed and personal advocacy
- Manage and advocate caseload of approximately 10
- Facilitates approximately 7 work-site transition students/employees
- Maintains and updates consumer's records and all required documentation: including Comprehensive Assessments, Individual Recovery Plans and Reviews
- Attends monthly staff meetings, participating as a member of staff treatment team.
- Continuous assessment and referral for other services
- Attend outings as assigned to supervise and interact with the consumers
- Other duties as assigned by Program Supervisor

2010 – 2018 Arc Of union County, Springfield, NJ
Skill Instructor/warehouse worker

- Evaluated job skills training requirements for each division, consulting with department managers, HR and external resources.
- Designed training programs and professional development courses to facilitate meeting organizational goals and individual professional needs, modified training materials to adapt to all learning styles
- Estimated costs of employment skills training operations and subsequently managed them in accordance with the budget to ensure maximum return on investments.
- Determined potential of training program for future needs of organization.
- Assisted human resources department in designing appraisal programs and training materials.
- Researched new and latest techniques for possible inclusion into existing training process.

2007 - 2018 Spartan Security Services System, Jersey City, NJ
Security Officer/Operations

- Responsible for checking and making sure the premises were secure
- Assisting and directing the visitor to the right offices
- Monitoring the surveillance cameras
- Answering the phones and taking logs

SKILLS: Communication, Problem solving, Organizational

COMPUTER: MS Office (Word, Excel, Access, PowerPoint)

LANGUAGES: Multilingual: English, Swahili

HONORS/AWARDS: Best track and field, Higher achiever, Employee of the month

INTERESTS AND ACTIVITIES: Volunteer tutor Ferris HS math & science students
Volunteer coach Ferris HS soccer team
Enjoy doing graphic designs

REFERENCE: Will be available upon request

Toshi Singh

62 Franklin Drive
Plainsboro, NJ 08536
(609) 529-9211
toshi@rajmx.com

OBJECTIVE

I am seeking a position to utilize my educational and professional experience in vocational rehabilitation for individuals with developmental disabilities that offers professional growth while being resourceful, innovative and flexible.

EDUCATION AND CERTIFICATION

Behavior Analyst Certification Board, Inc. — Aug. 2017 – current
Littleton, CO

- Registered Behavioral Technician

First Aid and CPR — July 2018

Therap Training — February 2018

Boggs Center Employment Supports Training — October 2017

Rutgers University — 2001 – 2003
New Brunswick, NJ

- Bachelor's in science (Major - Computer Science, Minor Statistics)

Patna University — 1996 – 1999
Patna, India

- Bachelors in Computer Application

WORK EXPERIENCE

Employment Coach — April 2019 – present
Arc of Union, 60 Diamond Road, Springfield, NJ 07081

My job responsibilities include the following:

- Support individuals and assist clients to obtain and maintain employment that is consister with their vocational goals.
- Maintain documentation and reports on individuals reflecting their progress in achieving a maintaining their employment in the community.

Employment Specialist — September 2015 – March 2019
Arc Mercer, 600 New York Ave., Trenton, NJ 08638

My job responsibilities include the following:

- I have been working as a Job Coach at the OTC for the past 3+ years, primarily focusing on training individuals on DIYRE and TerraCycle fulfillment. In addition, I have been training some of the individuals on computer skills to work on programs including MS Word, MS Excel, MS Publisher and Google Sheets. During the individual's training at the program, I document

Interpersonal

- Excellent at setting positive and welcoming first impressions
- Friendly and approachable
- Able to understand and practice "listen-first" policy
- Able to understand human psychology and anticipating customer needs
- Fluent in English and Hindi

Organizational

- Able to multitask efficiently
- Attention to detail

Technical

- MS Word, Excel, Publisher and PowerPoint
- Google Sheets and Docs
- Internet and Email

REFERENCES

- References will be provided on request

The Arc
Union County

EMPLOYMENT SERVICES

INDIVIDUAL HANDBOOK

60 Diamond Road
Springfield, NJ 07081

WELCOME

The Arc of Union County is happy to provide this handbook to you. This handbook is to be used to help you establish an understanding of the general policies those individuals receiving services through the Arc of Union County's Employment Services Program. You can use this handbook as a guide and as a learning tool to learn more about what the Arc of Union County can offer you as you progress towards, or maintain, community-integrated competitive employment.

You may have questions about your handbook, or may need assistance in understanding the information contained within the handbook. This is common and is okay. We encourage you to ask questions to any of the staff as well as share this handbook with your family, friends or other individuals who are important in your life.

MISSION

The mission of the Arc of Union County is to empower and support people with developmental disabilities and their families. This agency will utlize all its resources to ensure our members, their families and all people with developmental disabilities associated with our agency realize a full, productive and enhanced life.

PHILOSOPHY

The Arc of Union County believes that all individuals have the right to pursue community-integrated, competitive employment and has established an Employment Services Program that helps individuals realize and achieve their employment goals. Our staff of qualified professionals are required to have ongoing training to ensure your safety and employment needs are continually met. We are committed to providing you:

- Quality training programs structured to meet your needs, including:
  - Assessments and Evaluations
  - Extended Employment
  - Intensive Job Coaching
  - Long Term Follow Along
  - Training Classes and Job Search
- Ongoing evaluation and assessment to measure your progress
- Ethical and competency-based instruction and consult
- Community-based job planning and placement
- Individual-centered employment planning based on your vocational interests

ELIGIBILITY REQUIREMENTS

Individuals participating in the Arc of Union County's Employment Services Programs must meet eligibility requirements. These requirements vary depending on the specific program in which the individual is participating, however all individuals are required to provide/offer the following:

- Confirmation by individual that he/she would like to secure/maintain community-integrated, competitive employment
- Referral from funding source and/or sponsoring agency
- Emergency Card (updated annually)
- I-9 supporting documentation
- W-4

Other documentation may include:

- Certification from sponsoring agency
- Guardianship documentation papers
- Handbook Review Receipt (signed annually)
- Informed Choice of Vocational Program (signed annually)
- Release of Information (signed annually)
- Medical, psychological or psychiatric report documenting presence of an intellectual or developmental disability
- Proof of Pre-Employment Transitional Services and supporting reports
- WIOA counseling and acknowledgements (signed annually after initial six months)
- Etc.

Intakes are scheduled for individuals upon receipt of a referral from a sponsoring agency. During this process, individuals will have the opportunity to share information about themselves, learn more about the programs offer and determine whether the programs fit their needs. The intake coordinator will also have the opportunity to learn about the individual and determine the appropriateness of the placement.

Individuals participating in Employment Services Programs may be required to maintain certain criteria in order to remain eligible for participation in their specific program. Criteria for your specific program will be discussed at the time of intake.

HOURS OF OPERATION AND HOLIDAYS

The Arc of Union County's Vocational Training Center's program hours of operation are Mondays through Fridays, 8:30am through 2:30pm. Services for certain programs take place outside of these hours as needed.

The Employment Services Program's holiday schedule is listed below:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Individuals training at the Arc of Union County's Vocational Training Center also have scheduled winter and summer breaks, as well as program closures for staff in-service training. Specific dates for breaks and in-service closures are provided in advance.

ATTENDANCE, PUNCTUALITY& EMERGENCY CLOSURES

The Arc of Union County expects that all individuals receiving training or supports through Employment Services Program regularly attend their respective site and arrive on time. In cases where absences are necessary (medical, vacation, personal reasons, etc.), it is the individual's responsibility to advise their supervisor of their absence as soon as the need for absence is known.

In the event of an emergency closure, the agency will make every attempt to communicate changes in schedule to program participants through social media, phone and news/media outlets. Individuals should check the Arc of Union County's website (www.arcunion.org), call the main number (973-315-0000) or tune into local news/media outlets for information regarding schedule changes and closures.

HUMAN RIGHTS

The Arc of Union County is committed to upholding the human rights, respect, dignity and personal safety of all individuals in the Employment Services Program. Individuals receiving services through the Employment Services Program have the right to:

- A clean, safe and efficient work environment
- Free and open speech
- Participate in the authoring of their Employment Plan
- Have all records kept confidential
- File grievances without retaliation

- Fair pay
- Train on skills that will aid with the securing and/or maintenance of integrated, competitive employment
- Receive protection from abuse and neglect
- Review their personal case files

Remember, you have rights as a human being and as an individual receiving services from the Arc of Union County. If at any time you feel hurt, upset or shamed by another person, this could be a sign that your human rights have been violated. If you are unsure of your rights, consult a staff member, family, friend or advocate.

ACCIDENT OR INJURY

The Arc of Union County prides itself on taking measures to reduce the incidence of accident or injury incurred on the job. However, safety is a team effort that involves every staff member and individual. Should you have an accident or injury while on the job:

- Remain calm and notify your supervisor as soon as possible
- When necessary, an Arc of Union County staff person will call 911, provide first aid and/or refer you to the Arc of Union County's healthcare partner for evaluation
- Tell your supervisor what parts of your body were injured, if any.
- Explain to your supervisor how the accident or injury occurred and answer any additional questions he/she may have
- Your supervisor will ensure that all proper notifications and reporting have been made to the internally and to external sources as appropriate.

DRESS AND APPEARANCE

You are expected to report to program well groomed, clean and dressed according to the requirements of your training/employment. This includes:

- No open-toe shoes
- No high-heels
- No sleeveless shirts or tank tops
- No clothing containing offensive words or graphics

Some individuals may be required to wear uniforms or safety equipment/clothing. Please contact your supervisor for specific information regarding any additional dress requirements in addition to, or making exception to, those listed above.

WORKPLACE ETIQUETTE

Individuals participating in the Arc of Union County's Employment Services Programs are expected to conduct themselves in a manner appropriate for a workplace. This refers to how you treat your co-workers and how you present yourself as an employee.

Examples of acceptable workplace etiquette include, but are not limited to:

- Treating co-workers with respect and dignity
- Starting work promptly at the start of the day and after breaks/lunch
- Refraining from use of cell phones during work time in non-emergency situations
- Dressing appropriately for the job in which are you working
- Following instructions of your supervisor
- Obeying all safety rules at all times
- Keeping your work area clean

If you find yourself unable to conduct yourself in these manners or becoming affected by others around you, you are encouraged to let staff know so that they can assist in finding solutions that will make sense for everyone involved.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

To help ensure the safe, healthy and productive environment, to protect Agency property, and to ensure efficient operations, the Arc of Union County has adopted a policy of maintaining a workplace free of drugs and alcohol. The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances drug paraphernalia or alcohol by an individual anywhere on Agency premises, while on Agency business (whether or not on Agency premises) or while representing the Agency is strictly prohibited.

The Agency maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance or alcohol dependencies, and those who have medical history which reflects treatment for substance abuse conditions.

GRIEVANCES

The Arc of Union County strives to provide a positive experience for all individuals and staff. Should you at any time disagree with something that is being asked of you or is occurring around you, or you feel that you have been treated unfair, you have the right

to appeal. This appeal is handled through a process commonly referred to as a grievance. Should you find yourself in this situation, please follow the steps below:

- Report your concern to your immediate supervisor. The supervisor will review and investigate your concern, and attempt to resolve the issue.
- If you are not satisfied with the resolution provided by your supervisor, contact your supervisor's Director.
- You should also report your concern through the Agency Compliance Hotline: 973-315-0046 or corporatecompliance@arcunion.org .

COMPENSATION

The Arc of Union County pays individuals who perform jobs for the Agency or customers of the agency. Payment may be made as an hourly rate or piece rate depending on the specific job performed. Individuals are paid every other Friday and direct deposit is available. The Arc of Union County holds a 14(c) Special Minimum Wage Certificate issued by the United State Department of Labor which authorizes payment at subminimum wages where applicable.

Individuals who are employed outside of the Agency receive payment directly from their employer at a rate agreed upon between the employer and individual.

CONFIDENTIALITY

The Arc of Union County maintains the highest level of confidentiality with records pertaining to you and your vocational supports. Only you, your designees and authorized staff/sponsoring agencies are permitted to access your file. You must complete a "Release of Information" form listing any non-guardian/non-Arc Union/sponsoring agencies individuals who you grant access to your information.

GROUNDS FOR DISMISSAL

The Arc of Union County makes every effort to work with individuals to ensure they can remain in the employment program that best serves their needs. In the event that an individual does not comply with the rules required to continue receiving services, disciplinary action up to, and including dismissal from program, will take place.

Examples of unacceptable behaviors or actions include, but are not limited to:

- Physical abuse to yourself
- Physical abuse to others
- Stealing or intentionally removing property of others

- Using abusive language and/or cursing
- Inappropriate sexual behavior
- Excessive absenteeism and/or tardiness
- Failure to follow instructions of your supervisor
- Failure to follow safety requirements
- Engagement in disruptive behavior that results in loss of productivity

Every effort is made to establish supports to enable individuals to remain in program and continue receiving services.

FREQUENTLY ASKED QUESTIONS

In addition to the information previously covered in this handbook, below please find answers to some frequently asked questions:

- Is lunch provided? No, lunch is not provided to individuals. Refrigerators and microwaves are provided for use.
- Are there breaks? Break times vary depending on the specific program you are attending. Individuals training in at the VTC receive a fifteen minute break in the morning and a half-hour to forty five minute break for lunch. Amendments to these set break times can be accommodated for special needs. Individuals are not paid for breaks.
- Is transportation provided? Transportation is the responsibility of the individual, unless otherwise specified by the funding source/sponsor at the time of intake. Individuals in the DVRS Extended Employment Program earning below 50% receive transportation reimbursement at pre-established rates. The Arc of Union County does have a transportation service. In addition to this service, New Jersey Transit offers transportation through AccessLink and Union County offers transportation through ParaTransit. See your supervisor with any questions regarding your transportation options.
- Is there a place to lock up my personal belongings? The availability of locations for individuals to lock up personal belongings varies depending on the specific program in which the individual is participating. The VTC does have lockers for individuals to lock their personal belongings.

Similarly, should the individual no longer meet the criteria required to remain enrolled in the program, the individual may be dismissed.

If you have any questions regarding the services that you are receiving, please do not hesitate to speak with your supervisor.

RECEIPT OF THE ARC OF UNION COUNTY
EMPLOYMENT SERVICES INDIVIDUAL HANDBOOK

I, _____ (Print Name) acknowledge that I have received a copy of the Arc of Union County's Employment Services Individual Handbook which provides information on policies in place, including:

- Welcome, Mission and Philosophy
- Eligibility Requirements
- Hours of Operation and Holidays
- Attendance, Punctuality and Emergency Closures
- Human Rights
- Accident or Injury
- Dress and Appearance
- Workplace Etiquette
- Drug-Free and Alcohol-Free Workplace
- Grievances
- Compensation
- Confidentiality
- Grounds for Dismissal
- Frequently Asked Questions

By signing below, I acknowledge and agree to the terms outlined in this handbook:

_____ _____
Individual Signature Date

_____
Guardian Name (Print) (If Applicable)

_____ _____
Guardian Signature (If Applicable) Date

Once signed, please return this page to your supervisor and keep the handbook for your own reference.

For Arc of Union County Use Only:

_____ _____
Received by: Date

The Arc of Union County

AGENCY HOLIDAY SCHEDULE 2020
ADULT DAY SERVICES

January 1, 2020	**New Year's Day**
January 20, 2020	**Dr. Martin Luther King Jr. Day**
February 17, 2020	**President's Day**
April 10, 2020	**Spring Holiday**
May 25, 2020	**Memorial Day**
June 29 through July 3, 2020	**Summer Closing**
September 7, 2020	**Labor Day**
October 12	**Columbus Day**
November 26, 2020	**Thanksgiving**
November 27, 2020	**Thanksgiving**
December 24 through December 31, 2020	**Winter Closing**

Staff In-Service Training Days (Programs open for STAFF ONLY – no individuals served):

Week of July 1 – July 5 (excluding July 3rd)
3/20/20
6/19/20
9/25/20

The Arc of Union County

AGENCY HOLIDAY SCHEDULE 2020
ADMINISTRATIVE & RESIDENTIAL SERVICES

January 1, 2020	**New Year's Day**
January 20, 2020	**Dr. Martin Luther King Jr. Day**
February 17, 2020	**President's Day**
April 10, 2020	**Spring Holiday**
May 25, 2020	**Memorial Day**
July 3, 2020	**Independence Day**
September 7, 2020	**Labor Day**
October 12	**Columbus Day**
November 26, 2020	**Thanksgiving**
November 27, 2020	**Thanksgiving**
December 24	**Christmas Eve**
December 25	**Christmas Day**

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