

Make a Difference Every Day as a Support Coordinator Supervisor!

Join our team and provide compassionate care to individuals in their homes!

Your Next Career Chapter Starts Here!

Are you struggling to find a company that truly sees your worth—one that treats you with compassion, recognizes your hard work, and opens doors to new opportunities?

Are you passionate about helping people? If so, this may be the right position for you!

At Priority Group Services, we believe that when our team members thrive, our communities thrive. That's why we're not just offering you a job—we're inviting you to join a mission.

About Us

Priority Group Services offers top-tier staffing solutions for both medical and non-medical positions. Our comprehensive services ensure your needs are met with professionalism and efficiency.

What WE Do:

- Activities of Daily Living (ADLs)
- Personal Care & Transition Care
- Companionship
- Clinical Support
- Light Housekeeping
- Care Management
- Home Care
- Division of Developmental Disabilities (DDD) Services

Our Vision

To be the premier provider of essential services in New Jersey—known for compassionate care, reliable staffing, and solutions that enrich lives and strengthen communities.

Why You'll Love Working With Us

At Priority Group Services, you're more than just an employee—you're part of a family that values integrity, excellence, and compassion. We recognize your hard work, support your career growth, and offer opportunities to expand your skills while serving your community.

Job Summary:

The Support Coordinator Supervisor is responsible for overseeing a team of Support Coordinators who provide person-centered case management services to individuals with developmental disabilities enrolled with the New Jersey Division of

Developmental Disabilities (DDD). The supervisor ensures compliance with all state regulations, monitors service quality, and supports staff in delivering individualized, outcome-focused care planning.

Key Responsibilities:

- Supervise, coach, and evaluate a team of Support Coordinators to ensure quality, compliance, and timely completion of all required activities.
- Review and approve Individualized Service Plans (ISPs) in **iRecord**, ensuring alignment with DDD standards, participant needs, and Medicaid requirements.
- Monitor caseload assignments, ensuring workload balance and timely follow-up on all participant activities.
- Conduct regular case reviews, field supervision, and performance check-ins to maintain service excellence.
- Provide guidance on complex cases and assist in problem-solving or crisis situations.
- Ensure all documentation, monitoring tools, and contact notes meet DDD compliance and audit standards.
- Support Coordinators in identifying appropriate community resources and providers to meet participants' goals.
- Coordinate and facilitate staff training on DDD updates, compliance standards, and best practices in person-centered planning.
- Maintain consistent communication with DDD representatives, providers, guardians, and families to ensure seamless service delivery.
- Participate in internal audits, quality improvement initiatives, and corrective action planning.

Qualifications:

- Education: Bachelor's degree in Social Work, Psychology, Human Services, or a related field (Master's degree preferred).
- At least one (1) year of experience working with individual with developmental/intellectual disabilities
- Experience: Minimum of 1-2 years of experience as a Support Coordinator or in a similar case management role within the DDD system. Supervisory or leadership experience preferred.

- **Knowledge:**

Strong understanding of DDD policies and procedures.
Experience using iRecord and familiarity with the Fee-for-Service model.
Knowledge of Medicaid and person-centered planning principles.

- **Skills:**

Strong leadership, coaching, and communication abilities.
Excellent organizational and problem-solving skills.
Proficiency in Microsoft Office and database systems.

- **Other Requirements:**

Valid driver's license and reliable transportation.

Must pass all required background checks and training certifications.

Preferred Qualifications (but not required)

-Certification as a Support Coordinator or case manager in the developmental disabilities field.

-Experience working with Medicaid or state-funded programs.

-Bilingual (Spanish, ASL, etc.) a plus.

Why Choose Priority Group Services?

- ✓ Flexible scheduling options – Work when it suits you best.
- ✓ Rewarding work – Make a meaningful impact in the lives of those in need.
- ✓ Supportive team environment – Work with a collaborative, caring staff.
- ✓ Opportunities for growth – Gain valuable experience and build your career.
- ✓ Inclusive and welcoming culture – Be part of a community that values and supports you.

If this is something you're interested in, **APPLY NOW!**

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Please visit our website and contact us at: www.prioritygroupsnj.org

Applicants may also submit their résumé to ddd@prioritygroupsnj.org

Job Title: Support Coordinator Supervisor

Program: Developmental Disabilities Division (DDD)

Reports to: Supervisor/Manager, DDD Program

Location: Remote/In-person (Newark, NJ)

Pay Rate: \$20.00 - \$26.00 per diem

Shift Coverage: Daytime Shift