



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR18-0012 **ISSUE DATE:** April 11, 2018

**TITLE:** Boarding Home Evaluator, Social **CLOSING DATE:** April 25, 2018

**DIVISION / OFFICE /UNIT:** Codes, Bureau of Rooming and Boarding House Standards

**SALARY RANGE:** P22: \$53,910.34 - \$76,393.06

**LOCATION:** Statewide **# OF POSITIONS:** One

- OPEN TO**
- Department-Wide (Department of Community Affairs Employees ONLY)
  - All Departments/Agencies (State Employees with permanent status ONLY)
  - General Public and/or State Employees

**DESCRIPTION OF MAJOR DUTIES:**

Under supervision in the Bureau of Rooming and Boarding House Standards performs field inspection and subsequent evaluations of rooming and boarding houses and homeless shelters to ensure that they are providing adequate personal and social services, clean and reasonably comfortable surroundings and orderly and sufficient financial records; conducts complaint investigations; does related work as required.

**REQUIREMENTS**

***(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)***

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:**

Two (2) years experience in evaluating or rating of recognized health care facilities or the performance of case work services in a public or private welfare agency

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in social work, public health or in health care administration may be substituted for one (1) year of the required experience.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

- A promotable eligible exists within the unit scope.
- A promotional list exists within the unit scope.
- An open competitive list exists.**

**Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

New Jersey Department of Community Affairs  
Office of Human Resources  
**HR18-0012**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

***Interviews will be granted based on resume***

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

***The New Jersey Department of Community Affairs is an Equal Opportunity Employer***