



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

**JOB VACANCY POSTING**

**POSTING #:** 056-16 **ISSUE DATE:** April 15, 2016  
**TITLE:** **AREA DIRECTOR** **CLOSING DATE:** April 29, 2016  
**LOCATION:** Department of Children and Families (DCF)  
 Middlesex/Union Area Office  
 680 Pfeiffer Boulevard  
 Perth Amboy, NJ 08861  
**POSITIONS:** 1  
**DISTRIBUTION:** DEPARTMENT-WIDE **SALARY:** Commensurate with education and experience.  
**SCOPE OF ELIGIBILITY:** Open to employees of the Department of Children and Families as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**RESPONSIBILITIES**

The Division of Child Protection and Permanency (CP&P) Area Director (AD) is the critical executive in the Area Office providing leadership to one Administrative Area Office and several Local Offices and is responsible for the management of the day to day operations as well as having direct input regarding practice, policy and administration. The Area Director is the face of the Department of Children and Families (DCF) in the community.

Under the direction of the DCF, Assistant Commissioner of Child Protection and Permanency, the Area Director is responsible for coordinating with all operational activities of the divisions of DCF: Family and Community Partnerships, Children System of Care, and Child Protection and Permanency, which provide a full range of locally based services for children and families.

The Area Director is responsible for improving the quality of case practice among staff and to ensure safety, permanency and child well-being for children and families known to Child Protection and Permanency. Additional responsibilities include providing strong and effective leadership that results in sound programmatic, administrative and fiscal policies and practice, while ensuring the delivery of integrated, quality, and consumer-friendly services.

This leader directs the management and administration of Local Office and Area Staff to ensure a proactive operation that complies with all division policies and with Federal and State statutes, and coordinates with Local Office Managers, staff, resources and the community to promote comprehensive county and community service delivery while establishing and maintaining cooperative partnerships with the courts other agencies and interested stakeholders in the Local and Area Offices.

**REQUIREMENTS**

**EDUCATION:** A Bachelor's degree from an accredited college or university is required. A Master's degree in social work or related field is preferred.

**EXPERIENCE:** At least eight (8) years of social service experience which should include substantive experience in the management and leadership of social service program, three (3) years of which must be in the title of Supervising Family Service Specialist 1 (or comparable title) or higher level title.

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

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**IMPORTANT NOTICE**

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**Electronic Filing:**

Forward a cover letter and resume electronically to:  
**Jennifer.Dowd@dcf.state.nj.us**  
 Include the Job Posting # in the subject line of your email.

**Alternate Filing:**

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:  
**Linda M. Dobron, Director, Office of Human Resources**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625-0717**