

JOB VACANCY POSTING

POSTING #: 067-14 **ISSUE DATE:** May 23, 2014
TITLE: **BILINGUAL
FAMILY SERVICE SPECIALIST TRAINEE** **CLOSING DATE:** July 23, 2014
LOCATION: Department of Children and Families (DCF)
Division of Child Protection and Permanency
POSITIONS: Various **RANGE:** P 95
DISTRIBUTION: STATE WIDE **SALARY:** \$ 48,416.15

NOTE: Positions located throughout Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem Counties.

A Family Service Specialist Trainee Bilingual performs field and office work involving collecting, analyzing and recording significant facts.

Responsibilities may include responding to child abuse/neglect referrals, responding to requests for child welfare services, in-home visits and arranging for residential or foster care placements.

NOTE: During the first 12 months, employees hired in the position of Family Service Specialist Trainee Bilingual will attend a comprehensive in-service training program, in addition to performing field and office casework duties.

REQUIREMENTS

EDUCATION: A Bachelor's degree from an accredited college or university.

NOTE: Bachelors in Social Work or Masters in Social Work is preferred. A Social Work related degree will be seriously considered.

SPECIAL SKILL: Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position. Applicants will be required to take an examination to verify their ability to communicate effectively in both Spanish and English.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

LICENSE: Appointees 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 PROMOTIONS ARE MADE.

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:

**J. Russell Kelly, Recruitment Specialist
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717**