



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

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

**JOB VACANCY POSTING**

**POSTING #:** 151-16 **ISSUE DATE:** September 29, 2016  
**TITLE:** **SUPERVISING PROGRAM SUPPORT SPECIALIST ASSISTANCE PROGRAMS** **CLOSING DATE:** October 13, 2016  
**FUNCTION:** **FIELD SUPPORT SPECIALIST**  
**LOCATION:** Department of Children and Families (DCF)  
 Adoption Operations  
 50 East State Street  
 Trenton, NJ 08625  
**POSITIONS:** 1 **RANGE:** S29  
**DISTRIBUTION:** DEPARTMENT WIDE **SALARY:** \$74,251.79 - \$105,891.38

**SPECIAL NOTE:** This position involves statewide travel with employee's personal vehicle covering Middlesex, Morris, Sussex and Union counties. These assignments are subject to change at any time.

**SCOPE OF ELIGIBILITY:** Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under direction, in a state department or agency, or in a community or institutional setting, supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; does other related work as required.

**RESPONSIBILITIES**

1. Serve as a link between Local Offices and Adoption Operations
2. Ensure critical aspects of Adoption Practice are implemented and followed in assigned offices
3. Supports early permanency for children by working in partnership with Area Concurrent Planning Specialists
4. Provides direct supervision to the child specific recruiters assigned to their local areas
5. Works in collaboration with the Central Office Adoption Operations Program Manager overseeing Child Specific Recruitment
6. Takes the lead in scheduling and conducting the area reconciliation meetings to address recruitment efforts for waiting children
7. Maintains in-depth knowledge of adoption data systems in NJSPIRIT, Safe Measures, and provides effective leadership for tracking and monitoring
8. Identify training and support needs for the local office

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** Four (4) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program, two (2) of which shall have been in a supervisory capacity.

**SPECIAL NOTE:** Candidates must have a minimum of five (5) years Adoption experience and must have Casework Supervisor level of experience as well.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

**NOTE:** A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of non-supervisory experience.

**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.

**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:

**Zachary Vogel, Personnel Coordinator**  
**Department of Children and Families**  
**Office of Human Resources**  
 P.O. Box 717  
 Trenton, NJ 08625-0717