

## **State of New Jersey**

## **Department of Human Services**

Philip Murphy Governor Tahesha L. Way Lt. Governor Sarah Adelman Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

the limited supervision of a Program Specialist or in a local jurisdiction, takes the lead over plantal, administrative and analytical work to programs and services administered by the Ethe needs of the appropriate state and/or local the direction of the Office of New Americans of Specialist 2) position will increase public at glish speaking communities. The ONA Outships with diverse stakeholders, community be immigrant and refugee populations. This position of the Refugee Resettlement Program and preference will be given to candidates who can ities including immigrants, refugees and non ***Bilingual in any of the following languati, Polish, French or Haitian Creole, Arabic, Requition from an accredited college with a Bachelian from an accredited college with a Bachelian strength of the service of the Refugees and college with a Bachelian from an accredited college with a Bachelian strength of the service of	SCRIPTION st 3 or 4, or other su professional and/or romote the planning Department of assig cal public or private s (ONA) Communit awareness and educ utreach Specialist based organizations osition will also supp discription will also supp and services available an demonstrate exp n-English speakers. larges is preferred Russian, Italian, or I UIREMENTS lor's degree.	technical staff engage, operation, implement, conducts the agencies; does other by Engagement Coordination of programs are will be responsible and advocates, and sendort outreach efforts to them.  In the program of t	state department, ged in program act ntation, monitoring research and field related work.  dinator, the ONA ad services available for strengthening vice providers, and to refugee populativulnerable popular	ivities; performs and evaluation of work necessary  Outreach Specialis ble to immigrant and and creating new dother stakeholders tions to ensure they				
of New Americans with Warren Street, NJ 08625  State Employees with Underlying Permanent DES  The limited supervision of a Program Specialist or in a local jurisdiction, takes the lead over programs and services administered by the Destruction of the appropriate state and/or local the needs of the appropriate state and/or local he direction of the Office of New Americans of Specialist 2) position will increase public at glish speaking communities. The ONA Outships with diverse stakeholders, community be immigrant and refugee populations. This power of the Refugee Resettlement Program and correference will be given to candidates who can intest including immigrants, refugees and non ***Bilingual in any of the following languati, Polish, French or Haitian Creole, Arabic, Requition from an accredited college with a Bachelian state of the second state of the second seco	SALARY:  UNIT SCOPE:  at Status  SCRIPTION  at 3 or 4, or other su professional and/or romote the planning Department of assignal public or private  s (ONA) Communit awareness and educ utreach Specialist passed organizations position will also supp discrete services available an demonstrate exp n-English speakers.  larges is preferred Russian, Italian, or I UIREMENTS  lor's degree.	\$60,062.18 - \$85,03  K800 – Office of the pervisory official in a rechnical staff engage, operation, implement agencies; does other agencies; does other agencies; does other advocates, and sendort outreach efforts to them. Perience working with a but not required: Sp	state department, ged in program act ntation, monitoring research and field related work.  dinator, the ONA ad services available for strengthening vice providers, and to refugee populativulnerable popular	ivities; performs and evaluation of work necessary  Outreach Specialisical beto immigrant an and creating new dother stakeholder tions to ensure the				
State Employees with Underlying Permanent  DES  The limited supervision of a Program Specialist or in a local jurisdiction, takes the lead over programs and services administered by the Enternational administrative and analytical work to proprograms and services administered by the Enternation of the Appropriate state and/or local the direction of the Office of New Americans of Specialist 2) position will increase public and glish speaking communities. The ONA Outships with diverse stakeholders, community by immigrant and refugee Populations. This position of the Refugee Resettlement Program and preference will be given to candidates who can international transfer of the Refugeal in any of the following languati, Polish, French or Haitian Creole, Arabic, Requition from an accredited college with a Bachelian control of the Refugeal to	UNIT SCOPE:  Int Status  SCRIPTION  Int Status  SCRIPTION  Int Status  Int Sta	pervisory official in a technical staff engage, operation, implement goment; conducts the agencies; does other by Engagement Coordication of programs ar will be responsible and advocates, and sendort outreach efforts to them.	state department, ged in program act ntation, monitoring research and field related work.  dinator, the ONA ad services available for strengthening vice providers, and to refugee populativulnerable popular	ivities; performs and evaluation of work necessary  Outreach Specialisical beto immigrant an and creating new dother stakeholder tions to ensure the				
State Employees with Underlying Permanent DES the limited supervision of a Program Specialistor or in a local jurisdiction, takes the lead over jonal, administrative and analytical work to programs and services administered by the Ethe needs of the appropriate state and/or locate the needs of the appropriate state and/or locate direction of the Office of New Americans of Specialist 2) position will increase public at glish speaking communities. The ONA Outships with diverse stakeholders, community by immigrant and refugee populations. This position of the Refugee Resettlement Program and preference will be given to candidates who can on the state of the Refugeant of the following languate, Polish, French or Haitian Creole, Arabic, Requition from an accredited college with a Bachelian create in the supervision of the following languate.	at Status  SCRIPTION  St 3 or 4, or other su professional and/or romote the planning Department of assignation cal public or private  s (ONA) Communit awareness and educ utreach Specialist passed organizations position will also supp do services available an demonstrate exp n-English speakers. Pages is preferred Russian, Italian, or I UIREMENTS Ior's degree.	pervisory official in a technical staff engage, operation, implement gnment; conducts the agencies; does other by Engagement Coordination of programs ar will be responsible and advocates, and sendort outreach efforts to them.  The perience working with the position of the perience working with the per	state department, ged in program act thation, monitoring research and field related work.  dinator, the ONA ad services availate for strengthening vice providers, and to refugee populativulnerable popular	ivities; performs and evaluation of work necessary  Outreach Specialisical beto immigrant an and creating new dother stakeholder tions to ensure the				
he limited supervision of a Program Specialist or in a local jurisdiction, takes the lead over programs and services administered by the Ethe needs of the appropriate state and/or locate the needs of the appropriate state and/or locate the direction of the Office of New Americans of Specialist 2) position will increase public at glish speaking communities. The ONA Outships with diverse stakeholders, community by immigrant and refugee populations. This position is the Refugee Resettlement Program and preference will be given to candidates who can intest including immigrants, refugees and non ***Bilingual in any of the following languati, Polish, French or Haitian Creole, Arabic, Requition from an accredited college with a Bachelian for the second supervised and the second supervised	SCRIPTION st 3 or 4, or other su professional and/or romote the planning Department of assig cal public or private s (ONA) Communit awareness and educ utreach Specialist based organizations osition will also supp discription will also supp and services available an demonstrate exp n-English speakers. larges is preferred Russian, Italian, or I UIREMENTS lor's degree.	technical staff engage, operation, implement, conducts the agencies; does other by Engagement Coordination of programs are will be responsible and advocates, and sendort outreach efforts to them.  In the program of t	ged in program act netation, monitoring research and field related work.  dinator, the ONA and services available for strengthening vice providers, and to refugee populativulnerable population.	ivities; performs and evaluation of work necessary  Outreach Specialisical beto immigrant and creating new dother stakeholder tions to ensure the outrest and/or diverse				
the limited supervision of a Program Specialist or in a local jurisdiction, takes the lead over plantal, administrative and analytical work to programs and services administered by the Ethe needs of the appropriate state and/or local the direction of the Office of New Americans of Specialist 2) position will increase public at glish speaking communities. The ONA Outships with diverse stakeholders, community be immigrant and refugee populations. This position of the Refugee Resettlement Program and preference will be given to candidates who can ities including immigrants, refugees and non ***Bilingual in any of the following languati, Polish, French or Haitian Creole, Arabic, Requition from an accredited college with a Bachelian from an accredited college with a Bachelian strength of the service of the Refugees and college with a Bachelian from an accredited college with a Bachelian strength of the service of	st 3 or 4, or other su professional and/or romote the planning Department of assignation of assignation of assignation of assignation of a support of a services and education of a services available an demonstrate expension of a services available and a services available and emonstrate expension of a services and a services are a services and a services are a services are a services and a services are a services are a services are a services and a services are a services and a services are a services are a services and a services are a services are a services and a services are a services are a services and a services are a services and a services are	technical staff engage, operation, implement, conducts the agencies; does other by Engagement Coordination of programs are will be responsible and advocates, and sendort outreach efforts to them.  In the program of t	ged in program act netation, monitoring research and field related work.  dinator, the ONA and services available for strengthening vice providers, and to refugee populativulnerable population.	ivities; performs and evaluation of work necessary  Outreach Specialisical beto immigrant an and creating new dother stakeholder tions to ensure the				
or in a local jurisdiction, takes the lead over program, administrative and analytical work to proprograms and services administered by the Extremediate the needs of the appropriate state and/or local the direction of the Office of New Americans of Specialist 2) position will increase public and glish speaking communities. The ONA Outlies with diverse stakeholders, community by immigrant and refugee populations. This position of the Refugee Resettlement Program and coreference will be given to candidates who can inties including immigrants, refugees and non ****Bilingual in any of the following languati, Polish, French or Haitian Creole, Arabic, Requition from an accredited college with a Bachele	professional and/or romote the planning Department of assignation of a private as (ONA) Communities (ONA) Communities (ONA) Communities and education of a private of a privat	technical staff engage, operation, implement, conducts the agencies; does other by Engagement Coordination of programs are will be responsible and advocates, and sendort outreach efforts to them.  In the program of t	ged in program act netation, monitoring research and field related work.  dinator, the ONA and services available for strengthening vice providers, and to refugee populativulnerable population.	ivities; performs and evaluation of work necessary  Outreach Specialisable to immigrant an and creating new dother stakeholder tions to ensure the				
m Specialist 2) position will increase public and glish speaking communities. The ONA Outlines with diverse stakeholders, community by immigrant and refugee populations. This positive of the Refugee Resettlement Program and preference will be given to candidates who can inties including immigrants, refugees and non ***Bilingual in any of the following languati, Polish, French or Haitian Creole, Arabic, FREQUATION TO THE REQUALITY OF THE REPUBLISHED O	awareness and educ utreach Specialist pased organizations position will also supp d services available an demonstrate exp n-English speakers. pages is preferred Russian, Italian, or I UIREMENTS lor's degree.	cation of programs ar will be responsible a, advocates, and sen cort outreach efforts to them. berience working with but not required: Sp	nd services availab for strengthening vice providers, and to refugee populat vulnerable popula	ole to immigrant an and creating new d other stakeholder tions to ensure the utions and/or divers				
tion from an accredited college with a Bachel	lor's degree.							
years of experience in planning, monitoring	coordinating imple	Graduation from an accredited college with a Bachelor's degree.						
Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.								
Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.  NOTE:  A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for (1) year of experience.								
							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.	
IMPORTANT NOTICES  Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.								
Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, 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.								
If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidate with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.								
* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.  * <u>Telework</u> : This position may be eligible to participate in the Department's pilot " <u>Telework Program</u> ", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.  * <u>SAME Applicants</u> : If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), mus be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a> , or call 609-292-4144, option 3.  FILING INSTRUCTIONS								
: ::::::::::::::::::::::::::::::::::::	of employment to relocate their residence to ain NJ residency, unless he/she obtains an eption will be removed from employment. e a candidate for a position that involves directly or post-employment drug testing/ screening. esitive drug test result or those who refuse to be advised if the position for which you're be able regular or special re-employment list(s) ork. This position may be eligible to participates the opportunity to work remotely for up to nefits, will be made available throughout the Applicants: If you are applying under the NJ	of employment to relocate their residence to New Jersey or require NJ residency, unless he/she obtains an exemption. Employed ption will be removed from employment.  The a candidate for a position that involves direct client care with the propost-employment drug testing/ screening. The cost of any prositive drug test result or those who refuse to be tested and/or cobe advised if the position for which you're being considered require regular or special re-employment list(s) established as a resort. This position may be eligible to participate in the Department est the opportunity to work remotely for up to two (2) days per winefits, will be made available throughout the interview process.  Applicants: If you are applying under the NJ "SAME" program, witted along with your resume by the closing date indicated above	of employment to relocate their residence to New Jersey or request an exemption. Cain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the ption will be removed from employment.  The cast of any pre-employment drug testing/ screening. The cost of any pre-employment testing or post-employment drug testing/ screening. The cost of any pre-employment testing obtained and/or cooperate with the test on the earliest of the position for which you're being considered requires drug testing and the engular or special re-employment list(s) established as a result of a layoff will be the operation may be eligible to participate in the Department's pilot "Telework Profes the opportunity to work remotely for up to two (2) days per week, as approved by the nefits, will be made available throughout the interview process.  **Applicants**: If you are applying under the NJ "SAME" program, your supporting docuritted along with your resume by the closing date indicated above. For more informatical interview.	of employment to relocate their residence to New Jersey or request an exemption. Current employees ain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requiption will be removed from employment.  e a candidate for a position that involves direct client care with the Department of Human Services, you or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expectation of the services who refuse to be tested and/or cooperate with the testing requirement we be advised if the position for which you're being considered requires drug testing and how to proceed we have a considered regular or special re-employment list(s) established as a result of a layoff will be used before promotoric. This position may be eligible to participate in the Department's pilot "Telework Program", which offees the opportunity to work remotely for up to two (2) days per week, as approved by management. Det nefits, will be made available throughout the interview process.  Applicants: If you are applying under the NJ "SAME" program, your supporting documents (Schedule Autited along with your resume by the closing date indicated above. For more information on the SAME F				