



**Department of Human Services**

**OFFICE OF THE ASSISTANT COMMISSIONER FOR**

**HUMAN RESOURCES**

**PO Box 700**

**Trenton, NJ 08625-0700**

**CHRIS CHRISTIE Elizabeth connolly**

**Governor Acting Commissioner**

**KIM GUADAGNO Christina Mongon Lt. Governor Assistant Commissioner**

**Human Resources**

**PLEASE NOTE: Opportunities may be subject to the current promotional and hiring restrictions.**

**STATE-WIDE DISTRIBUTION**

**JOB OPPORTUNITY #107-15**

**DATE: May 19, 2015**

**TITLE**: Deputy Division Director (Unclassified)

**SALARY**: Commensurate with Education and Experience

**LOCATION**: Division of Mental Health and Addiction Services (DMHAS)

Office of the Assistant Commissioner

222 South Warren Street

P.O. Box 700

Trenton, NJ 08625-0700

**POSITION INFORMATION**

**DEFINITION**: Under direction of a Commissioner, Division Director or other official in the Department of Human Services, assists the director in the administration of the programs and activities of a division providing varied social, medical, assistance, health care and other services to a specific client population; does related work as required.

**SPECIAL NOTE:** This position reports to the Assistant Commissioner and is responsible for New Jersey’s publicly funded mental health and addiction services community-based system of care, supervising daily program operations and providing operational and policy direction. This position has direct oversight of operational aspects of DMHAS, including the Offices of: Human Resources; Disaster and Terrorism; Information Technology; Planning, Research, Evaluation and Prevention and State Hospital Management. This qualified individual will function as Chief of Staff to the Assistant Commissioner and have direct supervision of the offices cited above. The position will alsoserve as a member of the senior leadership team and will represent the Assistant Commissioner, as well asDMHAS, in multiple venues.

**NOTE:** A minimum of a Master’s Degree in a human services-related field is preferred. Candidates must demonstrate strong organizational and leadership skills; budgeting and community relations skills, including knowledge of community-based and institutional systems of care; Medicaid and managed behavioral health care systems and best practices. Excellent written and oral communication skills required.

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

**EXPERIENCE**: Seven (7) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially/economically disadvantaged, and so forth), four (4) years of which shall have involved management responsibilities.

**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 essential duties of the position.

**RESUME SUBMITTAL**

Interested candidates possessing the requirements listed, should forward resumes with the job opportunity # as indicated below:

**SUBMIT TO**: Teresa Lockette, Manager

Office of Human Resources

Division of Mental Health and Addiction Services

222 South Warren Street

P.O. Box 700

Trenton, NJ 08625-0700

**EMAIL**: [mhsresume@dhs.state.nj.us](mailto:mhsresume@dhs.state.nj.us). Please indicate job opportunity number in the subject line.

**RESPOND BY**: June 2, 2015.

**DHS-CO REVIEW**: AM 5/19/2015

***IMPORTANT NOTICES***

***(1) 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.***

***(2) DRUG SCREENING*** *- I****f you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, 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. Candidates 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.***