

**JOB VACANCY POSTING**

**POSTING #:** 001-20 **ISSUE DATE:** July 6, 2020  
**TITLE:** **FAMILY SERVICE SPECIALIST TRAINEE  
(SOCIAL WORKER)** **CLOSING DATE:** December 31, 2020  
**LOCATION:** Department of Children and Families (DCF)  
Division of Child Protection and Permanency  
**POSITIONS:** Various **RANGE:** P 95  
**DISTRIBUTION:** STATE WIDE **SALARY:** \$ 52,278.74

**NOTE: Positions located throughout all counties in New Jersey.** Please complete the area of interest form found at [https://www.nj.gov/dcf/documents/about/employment/AREA\\_OF\\_INTEREST.pdf](https://www.nj.gov/dcf/documents/about/employment/AREA_OF_INTEREST.pdf) and submit it along with your resume and cover letter. Failure to do so may delay processing of your resume.

The Department of Children and Families has an immediate need for Social Workers, also known as Family Service Specialist Trainees (FSST). The FSST 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.

During the first 12 months, employees hired in the position of FSST 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: Bachelor's degree in Social Work or Master's degree in Social Work is preferred. A Social Work related degree will be seriously considered.**

**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.**

**RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.**

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

**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, area of interest form and resume electronically to:

[dcf.resume@dcf.nj.gov](mailto:dcf.resume@dcf.nj.gov)

Include the Job Posting # in the subject line of your email.

**Alternate Filing:**

If unable to file electronically, applicants may forward a cover letter, area of interest form, and resume (including Job Posting #) to:

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