



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

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Commissioner

JOB VACANCY POSTING *AMENDED*

*POSTING #:	003-23	ISSUE DATE:	January 3, 2023
TITLE:	ASSISTANT FAMILY SERVICE WORKER 1 (TRANSPORTATION AIDE)	CLOSING DATE:	December 31, 2023
LOCATION:	Department of Children and Families (DCF) Division of Child Protection and Permanency		
POSITIONS:	Various	SALARY RANGE:	H 09 (\$33,923.18 - \$47,202.86)
DISTRIBUTION:	STATEWIDE	STARTING SALARY:	\$33,923.18 - \$38,349.74 (Based on experience)

NOTE: Positions located throughout all counties in New Jersey. Please complete the [DCF Employment Area of Interest Form](#) 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 (DCF), Division of Child Protection and Permanency, is seeking qualified individuals to fill Assistant Family Service Worker 1 positions (AFSW1) located statewide.

JOB DESCRIPTION

Transporting clients to various appointments and visits is a main function of this position.

RESPONSIBILITIES

Other responsibilities may include:

- Assisting clients with home and money management
- Setting up medical or dental appointments
- Family planning services and parenting techniques
- Receiving complaints involving desertion and abusive parents
- Supplementary supportive visits with clients under the supervision of a case worker
- Conduct field audits to evaluate and assess situations
- Perform other related duties

REQUIREMENTS

EXPERIENCE: One (1) year of experience in social services providing services to clients which may include providing basic information, services like transportation and overseeing visitation, and gathering information regarding history to ascertain client needs.

NOTE: Thirty (30) semester hour credits from an accredited college, which must include twelve (12) semester hour credits in the behavioral sciences, may be substituted for the experience listed above.

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.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. 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>.

***SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

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 as a **single PDF document**, saving the file by your **Last Name, First Name** to:
dcf.resume@dcf.nj.gov

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

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.