



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	011-22	ISSUE DATE:	January 5, 2022
TITLE:	PROGRAM SUPPORT SPECIALIST 2 ASSISTANCE PROGRAMS	CLOSING DATE:	January 31, 2022
FUNCTIONAL TITLE:	IMPLEMENTATION SPECIALIST		
LOCATION:	Department of Children and Families Office of Strategic Development 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	P 24
DISTRIBUTION:	STATEWIDE	SALARY:	\$65,175.87 - \$92,525.88

SCOPE OF ELIGIBILITY: Open to employees 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.

DCF Office of Strategic Development (OSD) is an Executive Level Office within DCF that supports the strategy and objectives of the Department. By focusing on implementation processes, the office helps enhance operations, improve service delivery, and increase Department performance and output. The office seeks better, smarter, and more effective ways of performing work, thereby serving families, and supporting the Department's strategies for program development, capacity building and strategic systems integration. OSD engages with Department leadership to meet their goals for planning and implementation of systems building efforts through strategic planning, results-based facilitation, active listening, analysis, strategy, resource and policy-practice alignment, and reflective thought partnership. Guided by the Department's Programmatic Plan OSD, in partnership with other Division and Offices, supports program development through the selection, design and implementation of select DCF services, to further the Department's goal of establishing a portfolio of high-quality services. OSD serves as a liaison between DCF and stakeholders to coordinate, communicate and lead in a manner that fosters greater understanding and builds implementation capacity and drive for results. OSD also supports capacity building training and technical assistance opportunities for Program Leads to bolster their understanding of the tenets of quality program development and strengthening the application of effective implementation over time.

JOB SUMMARY: Implementation Specialists support Department staff in their implementation of evidence based and/or innovative practices. They have general knowledge of implementing programs and implementation science best practices to improve the use of evidenced-informed implementation strategies in a range of settings. Implementation Specialists are charged with coordinating, facilitating, and overseeing the program development and implementation of select DCF purchased services and supports systems integration. They also support the work of developing capacity building opportunities for DCF program leads. The Implementation Specialist will be responsible for supporting the vision for program implementation and sustainability, coordinating and collaborating with the selected providers and internal DCF stakeholders to ensure alignment, and utilization of implementation science principles best practices for quality implementation and sustainability programs.

JOB RESPONSIBILITIES:

Exploration of Evidence-Based and Innovative Practices to Meet Identified Needs

- Assist in the identification and reviewing of evidence-based/evidence-supported/promising/innovative program solutions for the Department through a search and review of research (literature review/published papers), best practices/standards, and evidence-based clearing houses, etc.).
- Identify, review, analyze, and synthesize evidence of effectiveness, implementation supports, usability, fit and feasibility of identified programs or interventions. Prepares and presents detailed reports of information to support decision making.
- Support the development of Request for Proposals and manages the proposal review process, as indicated.

Engage in Comprehensive Planning and Implementation of Evidence-Based and/or Innovative Practices

- Plans and conducts reviews of existing implementation and organizational support available, feasibility and makes recommendations for solution.
- Assist in the integration of operating systems for quality implementation that includes: ongoing collaboration and research with model developers, fidelity to program model standards and research, emphasis on community and family engagement to ensure and maintain utilization, feedback from clients during and after services, outcome and impact measurement, effectiveness, access and referral pathways for target populations, standardized assessments and eligibility criteria, and other elements of sustainability derived from best practice and/or implementation science.
- Supports the development, refinement and installation of logic models, practice profiles, manuals, tools and forms, training and coaching, and data systems of record and tools to support quality implementation.
- Coordinate, collaborate and establish intentional teaming structures with model developers, contracted service providers, DCF staff, community members, and/or external stakeholders to plan, implement, integrate, and sustain programs or interventions.
- Support the development of a system for the sharing of best practices among the evidence-based and/or promising services to support collaboration and quality improvement through a learning collaborative or other similar model.
- Develop innovative strategies for improving service delivery and collaboration among providers.

ADDITIONAL FUNCTIONS

- Support DCF Program Steering Committee, external coordination workgroups and internal working groups focused on the uptake of evidence-based/-supported and/or innovative practices.
- Play an active role in strategic planning and systems coordination for Department policies and programs.
- Prepare documents, make presentations, and guide goal-oriented meetings with key stakeholders.
- Assists in the development of interagency and Department policies and procedures.
- Acts as a liaison between the agency and other public and/or private organizations.

- Prepares detailed reports, correspondence, and statistical material, as requested, and needed to carry out assigned tasks.
- And additional duties, as assigned.

DEFINITION: Under the direction of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; May take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree. **A Master's degree in Social Work, related field is preferred. Educational courses and/or certificate in implementation science preferred.**

EXPERIENCE: Two (2) 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.

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 the required experience.

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

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 APPOINTMENTS 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 in **PDF format**, saving all PDFs by your **Last Name, First Name** to:

Job.Posting@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.