



JOB VACANCY POSTING

POSTING #:	033-24	ISSUE DATE:	January 9, 2024
TITLE:	PROGRAM SPECIALIST TRAINEE (CLASSIFIED NON-COMPETITIVE)	CLOSING DATE:	January 23, 2024
LOCATION:	Department of Children and Families (DCF) Division on Women 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	P 95
DISTRIBUTION:	STATE-WIDE	SALARY:	\$48,056.98 - \$50229.66
SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.			
SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.			

**DEFINITION:** Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

The Division on Women (DOW) was established in 1974 as a pioneering state agency to create, promote and expand the rights and opportunities for all women throughout New Jersey. DOW coordinates and supports programs in the areas of domestic and sexual violence; cultural accessibility and inclusion; prevention; economic self-sufficiency and gender parity; and policy and assessment.

This position will support the fast-growing Culturally Specific Program. This initiative supports sexual violence and domestic violence work implemented by community-based providers around the state that are dedicated to working in historically underserved and marginalized communities in New Jersey. These partners use a trauma-informed, victim-centered approach that recognizes unique barriers and disparities faced by communities due to cultural and linguistic differences. This position will assist with ensuring sub-grantees are utilizing grant funds in accordance with federal and state regulations, and prioritizing funding requirements. The candidate will be able to assist with assessing publicly available data and analyze how gender-based violence occurs in the context of underserved and historically marginalized communities. In addition, the position supports service delivery, capacity building, identifying needs, gaps and trends in the field of gender-based violence and support the grantees with their planning, strategy development and implementation of DOW programs and services.

The main responsibilities of this position will include but not be limited to the following:

- Assist with data collection efforts (monthly and quarterly data service reports, expenditure and vacancy reports), reviewing and analyzing monthly data collection reports from grant recipients for accuracy, timeliness and completion.
- Program and contract management (Assist with training and technical assistance and oversight to grant recipients of gender-based violence).
- Engage with external/ internal stakeholders to ensure holistic supports for survivors, including participation in development/strengthening of service delivery, assisting partners with forging collaborations and partnerships.
- Understands and applies a survivor-centered approach that recognizes and values lived experience, promotes survivor well-being, safety, confidentiality and respect.
- Promotes principles of health and wellness when working with grantees and their staff.
- Exhibits empathy and positive interpersonal skills, including cultural humility.
- Prioritizes and multi-tasks in fast-paced environments.
- Actively listens to perspectives of stakeholders and team members;

**REQUIREMENTS**

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

**SPECIAL NOTE:** At least 1-3 years' experience working with an underserved or culturally specific population is required. Candidates must also have experience with data collection and data analysis, as well as strong writing and presentation skills; preference will be given to bicultural/ bilingual candidates.

Some communities in the initiative currently include Black/African American, Hispanic/Latino, South Asian, Middle Eastern and Muslim, Orthodox Jewish, immigrants, Asylees, Refugees, people with disabilities and LGBTQ+. The ideal candidate will have worked in one or more of these communities and will demonstrate cultural humility and a strong interest in working in underserved communities.

**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.

**PUBLIC SERVICE LOAN FORGIVENESS:** As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education’s website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**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: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**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:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

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