



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 104-20 **ISSUE DATE:** November 19, 2020
TITLE: **SUPERVISING PROGRAM SUPPORT SPECIALIST, ASSISTANCE PROGRAMS** **CLOSING DATE:** December 3, 2020
LOCATION: Department of Children and Families (DCF)
Children's System of Care (CSOC)
50 East State Street
Trenton, NJ 08625
POSITIONS: 1 **RANGE:** S29
DISTRIBUTION: STATEWIDE **SALARY:** \$78,796.60 - \$112,372.72

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.

DEFINITION: Under direction, in a state department or agency, or in a community or institutional setting, supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; does other related work as required.

REQUIREMENTS

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

EXPERIENCE: Four (4) 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, two (2) of which shall have been in a supervisory capacity.

Note: Consideration will be given to candidates who have experience working in community or clinical services, provider network management and have familiarity with CSOC and FamilyCare application and eligibility processes.

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 non-supervisory experience.

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.

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, resume, and copy of transcripts electronically to:

Job.Posting@dcf.nj.gov

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

