



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	104-21	ISSUE DATE:	May 20, 2021
TITLE:	PROGRAM SUPPORT SPECIALIST 2 ASSISTANCE PROGRAMS	CLOSING DATE:	June 3, 2021
LOCATION:	Department of Children and Families Office of Staff Health and Wellness 50 East State Street Trenton, NJ 08625		
POSITIONS:	3	RANGE:	P 24
DISTRIBUTION:	STATE WIDE	SALARY:	\$62,645.01 - \$88,933.02

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.

These positions serve as Health and Wellness Liaisons to each of the divisions within the Department to support wellness work to carry out the following in the Office of Staff Health and Wellness:

MISSION

To establish and maintain an atmosphere that encourages a healthy lifestyle to promote employee health and wellness programs that encourage the well-being through education and initiatives that:

- o Encourage knowledge and participation of wellness activities
- o Inspire, empower and encourage DCF employees to prioritize their own health and well-being by giving them permission to do so
- o To promote easy access to initiatives that will help employees feels support and make good choices

PURPOSE

Staff working in fields such as child protection, behavioral health, sexual violence and intimate partner violence are at high risk of experiencing vicarious trauma. The DCF Office of Staff Health and Wellness will focus on:

- o Safe and stable workforce to ensure that public servants who dedicate their professional lives to working with highly traumatized populations are working in environments that provide state-of-the art supports to them;
- o and to create work environments that set staff up to succeed in engaging those who they serve and foster collaboration and enthusiasm amongst DCF staff

PRINCIPLES

Our work is guided by the principles that DCF staff should:

- o Have an opportunity to work in an agency of excellence that always promotes the health and wellness of its employees treating each employee with respect and dignity
- o Be empowered to take ownership of their own health and wellness
- o Be offered and opportunity to have healthy communication across the Division and with DCF leadership
- o Be able to experience examples of overall healthy workplace culture

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.

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.