



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 385-22 **ISSUE DATE:** September 16, 2022

TITLE: **SUPERVISING PROGRAM SUPPORT SPECIALIST ASSISTANCE PROGRAMS** **CLOSING DATE:** September 30, 2022

LOCATION: Department of Children and Families
Division of Family and Community Partnerships
Office of Family Preservation and Reunification
50 East State Street
Trenton, NJ 08625

POSITIONS: 1 **RANGE:** S 29

DISTRIBUTION: STATE-WIDE **SALARY:** \$83,619.58 - \$119,250.94

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.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

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; acts as a liaison between the agency and other public and/or private organizations; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related work as required.

The Supervising Program Support Specialist will work within the Office of Family Preservation and Reunification (FPR) which is committed to collaborating across state government, and with state and local partners as a means to promote the delivery and enhancement of high quality, efficient and effective services to families, youth, and children. In collaboration with DCP&P, the office will develop, manage, and provide oversight of family preservation and maltreatment prevention programs.

DESCRIPTION: The Office seeks a dynamic, highly experienced supervisor who will promote the tenets of high quality, culturally competent and effective services that meets the needs of children, youth, and families. The Supervising Program Support Specialist will support the development and execution of the office vision and mission and provide leadership to the team/unit responsible for the planning, implementation, and oversight of assigned prevention programming. In addition, the Supervising Program Support Specialist will identify and develop strategic partnerships across public and private partners, including but not limited to FCP staff, local and area CP&P leadership, other DCF Offices, parents, youth, and families, community providers, external technical assistance and/or evaluation providers. The Supervising Program Support Specialist should have experience in program development and prevention science in child-serving organizations, effective coaching, and group facilitation skills, and thorough knowledge of continuous quality improvement processes and evaluation.

RESPONSIBILITIES:

- Manages and supervises a team/unit that plan, implement, and oversee prevention programming.
- Manages internal/external partnerships, ensures the maintenance of close working relationships with community providers, and actively engages parents, youth and families in program development and implementation activities.
- Reviews and analyzes proposed, new, and current federal/state laws and regulations relating to youth and family programs, determines subsequent implications on programming and leads teams to implement modifications to program supports, such as program training/coaching and policies and procedures.
- Handles sensitive and complex program issues and acts as a subject matter expert.
- Facilitates, co-facilitates and coaches' staff to co-facilitate program implementation discussions with implementing agencies for systems-building and program development; confers with implementing agencies to bring about greater effectiveness in agency management, programming, and fiscal policies.

- Provides leadership in the development of processes and tools within the Office including performing activities to carry-out programmatic data collection, reporting, continuous quality improvement processes and evaluation.
- Coordinates and ensures clear communication across teams by using feedback loops, and other communication strategies.
- Reviews and approves documents, reports and other information, presentations, and facilitates, co-facilitates and coaches staff to guide goal-oriented stakeholder meetings.
- Other duties as assigned.

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, or any other human support/assistance program, two (2) of which shall have been in a supervisory capacity.

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. 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 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.

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.