



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #: 406-22 **ISSUE DATE:** September 30, 2022

TITLE: **GOVERNMENT REPRESENTATIVE 2 (UNCLASSIFIED)** **CLOSING DATE:** October 14, 2022

FUNCTION: **SYSTEMS INTEGRATION SPECIALIST**

LOCATION: Department of Children and Families (DCF)
Office of Housing
50 East State Street
Trenton, NJ 08625

POSITIONS: 1

DISTRIBUTION: STATEWIDE **SALARY:** Commensurate with education and experience

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.

DESCRIPTION: The Department of Children and Families (DCF) seeks a Systems Integration Specialist. This position is supervised by the Assistant Director or Administrator and is responsible for bringing stakeholder organizing and capacity building expertise. This position will support the integration of housing within the prevention continuum using implementation frameworks, approaches, tools and other resources. This position primarily supports the work of capacity building across DCF departments and with external stakeholders and is responsible for supporting the vision of sustainable integration of DCF housing efforts, and leading community coordination to reduce barriers to accessing housing and related supports.

Job Responsibilities:

- Build capacity among teams, organizations, and systems to support increase knowledge of the intersection between housing and child and family serving systems.
- Use facilitation techniques to make power structures visible and protect all voices in the integration process.
- Handle sensitive and complex matters and serves as a subject matter expert.
- Manage internal/external partnerships, ensures the maintenance of effective stakeholder relationships to include community providers, and actively engages parents, youth and families in program development and implementation activities.
- Compile and analyzes research on best practices from other States and local jurisdictions related to capacity building.
- Identifies, reviews, and synthesizes evidence of effectiveness regarding technical assistance and capacity building efforts.
- Develop and implement materials related to training, coaching, policy and procedures.
- Develop and manage teams that include public and private stakeholders, parents, youth, and families; ensures clear communication across teams by using feedback loops, and other communication strategies.
- Guide the development of strategic plans that align the vision of the Office of Housing with Statewide and national housing priorities.

- Aide in the formulation of new policies and programs and provides recommendations for modifications to existing programs/policies.
- Provide technical assistance and education to DCF staff and external stakeholders about the integration of housing within child/family serving systems; this includes the development of effective structures and processes.
- Ensure youth and family experiences are at the forefront of collaborations with stakeholders and drives system integration decision making.
- Ensure knowledge about, and community experience, is integrated in the implementation of capacity building efforts.
- Prepare and present detailed reports, briefs and other correspondence that support decision making.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in capacity building or providing technical assistance to organizations or systems. Preferred candidates will have experience in group facilitation, project management and building capacity with stakeholder partners. ***Strong preference will be given to individuals with demonstrated experience in capacity building and knowledge of the housing landscape.***

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.

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

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.