



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

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Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #: 410-23 **ISSUE DATE:** September 5, 2023

TITLE: **PROGRAM SUPPORT SPECIALIST 2 ASSISTANCE PROGRAMS (CLASSIFIED COMPETITIVE)** **CLOSING DATE:** September 19, 2023

LOCATION: Department of Children and Families (DCF)
Office of Staff Health and Wellness
Multiple Locations

POSITIONS: MULTIPLE **RANGE:** P24

DISTRIBUTION: STATE-WIDE **SALARY:** \$66,479.39 - \$94,376.42

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 the limited supervision 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; may take the lead over lower level staff; does other related work as required.

SPECIAL NOTE: This is an Office of Staff health and Wellness position, and the hired staff would be co-located in the area they support. This position is responsible for:

- performing activities to maintain, monitor and/or implement operational procedures that would support staff health and wellness;
- conducts program related site visits, studies, focus groups and other related work as needed to understand the overall needs of Department staff;
- conducts work with system partners and stakeholders to ensure a didactic approach to building healing center environments and trauma informed workspaces;
- works to establish and maintain an atmosphere that encourages a healthy lifestyle to promote employee health and wellness programs;
- encourages well-being through education and initiatives that help to foster environmental and psychological safety;
- takes the lead over monthly wellness and resilience activities that would support workforce well-being, workforce retention and workforce development;

- does other related work as required to ensure Department staff have the resources to support overall wellbeing.

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 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.