



JOB VACANCY POSTING

POSTING #:	411-23	ISSUE DATE:	September 5, 2023
TITLE:	PROGRAM SPECIALIST 3 SOCIAL/HUMAN SERVICES (CLASSIFIED COMPETITIVE)	CLOSING DATE:	September 19, 2023
LOCATION:	Department of Children and Families Office of Staff Health and Wellness 50 East State Street Trenton, NJ 08625		
POSITIONS:	2	RANGE:	R26
DISTRIBUTION:	STATE-WIDE	SALARY:	\$72,836.90-103,620.41

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 direction of a Program Specialist 4, Social/Human Services, or other supervisory officer in a State department or agency, may directly supervise professional and/or technical staff engaged in program activities, or perform the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs; does other related duties as required.

SPECIAL NOTE: Anticipated tasks of this position include but are not limited to:

- Engaging in a continuous study of the changing needs and concerns of the DCF workforce in order to promote wellness, physical and psychological safety;
- Serve as an internal clearinghouse to disseminate information and to provide assistance and direction to DCF staff to promote overall health and wellness;
- Review existing Departmental policies and procedures and recommend changes;
- Prepare procedural guidelines on all DCF staff health and wellness activities;
- Work with the Collaborative Safety process and the DCF Security Advisors to engage employees in safety related efforts;
- Provide leadership and supervision to the staff within OSHW;
- Oversee the development, implementation, and monitoring of initiatives under OSHW;
- Ensure staff safety by conducting policy-level meetings and conferences with existing safety advisors to identify tools and strategies to keep all safe;
- Represent the Department at meetings, conferences, and public events throughout the agency and conducts other related duties as assigned.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare may be substituted for one (1) year of 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 NOTICES

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.