



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

***AMENDED JOB VACANCY POSTING**

POSTING #: 066-19 **ISSUE DATE:** June 17, 2019
TITLE: GOVERNMENT REPRESENTATIVE 1 ***CLOSING DATE:** July 8, 2019
FUNCTION: MANAGER, OFFICE OF ELIGIBILITY DETERMINATIONS AND ASSESSMENTS
LOCATION: Department of Children and Families (DCF)
 Office of Eligibility Determinations and Assessments
 50 East State Street
 Trenton, NJ 08625
POSITIONS: 1
DISTRIBUTION: DEPARTMENT-WIDE **SALARY:** Commensurate with education and experience.

SCOPE OF ELIGIBILITY: Open to employees of the Department of Children and Families. This position is subject to current promotional and hiring restrictions and final approval process.

DESCRIPTION: Supervise and direct operations of the DCF Office of Eligibility Determinations and Assessments (approximately 33 staff) to ensure the accurate and timely evaluation of information for the purposes of:

- Determination and redetermination of eligibility and claim ability of placements pursuant to the requirements of Title IV-E of the Social Security Act with regards to Foster Care, Adoption Assistance and Guardianship in accordance with all applicable state and federal regulations and policies and procedures and;
- Assessment of individual and/or family financial information to determine and redetermine financial contribution to the cost of care for residential services provided by DCF to youth/young adults with developmental disabilities in accordance with all applicable state and federal regulations, policies and procedures.

Coordinate and oversee the department’s preparation, collection and management of all records and documentation related to the administration of these programs that may be necessary and required for state and federal audits/reviews.

Provide operational oversight for the implementation of Title IV-E and Contribution to Care programs, perform compliance and quality assurance reviews and coordinate improvements to maximize efficiencies through a data driven outcome based approach for program administration.

Maintain current knowledge of any changes to existing government requirements, statutes, federal regulations and assist with and/or coordinate special projects as assigned. Develop procedures and controls to comply with state and federal regulations through periodic trainings, strategic goal setting and ensure that practices are in line with the overall goals of DCF and all regulatory requirements.

Possess excellent planning skills to keep multiple priorities/deliverables on track and demonstrate ability to identify, propose and implement process improvements. Must be able to work with other departments within the state and external federal agencies. Ability to multi-task and follow through with responsibilities based on strategic direction.

REQUIREMENTS

EDUCATION: Bachelor’s degree from an accredited college or university. Advanced degree is preferred.

EXPERIENCE: Minimum of five (5) years of experience in the supervision/management of staff, which included the oversight of an administrative approval/review process to achieve identified goals and objectives.

SPECIAL NOTE: Applicants must indicate on their resume the number of direct reports and subordinate staff.

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 electronically to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Andrea Maxwell, Assistant Director of Human Resources
Department of Children and Families
Office of Human Resources
P. O. Box 717
Trenton, NJ 08625