NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Mikie Sherrill**
Governor

**Joseph E. Ribsam JR.**
Acting Commissioner

**JOB VACANCY POSTING**

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| **POSTING #:** | 004-26 | **ISSUE DATE:** | January 2, 2026 |
| **TITLE:** | **FAMILY SERVICE SPECIALIST TRAINEE (SOCIAL WORKER) (CLASSIFIED, NON-COMPETITIVE)** | **CLOSING DATE:** | December 31, 2026 |
| **LOCATION:** | Department of Children and Families (DCF)<br>Division of Child Protection and Permanency | | |
| **POSITIONS:** | Various | **RANGE:** | P 95 |
| **DISTRIBUTION:** | STATE-WIDE | **STARTING SALARY:** | $63,662.98 |
| | | **6 MONTH SALARY INCREASE:** | $66,592.01 |

**NOTE: Positions located throughout all counties in New Jersey. Please complete the Employment Area of Interest Form (nj.gov) and submit it along with your resume and cover letter. Failure to do so may delay processing of your resume.**

**SPECIAL NOTE:** After successful completion of the 12-month training period, appointees will be eligible for advancement to the journeyman title of Family Service Specialist 2, with a starting salary of $67,312.27.

**SPECIAL NOTE:** All new appointees will be required to report to their assigned Local Office or designated training site five days a week for the first six months of their employment. After completing six months of employment, appointees are eligible to select one day a week to telework, which must align with one of the days their direct supervisor is teleworking. After completing twelve months of employment, appointees are eligible to select two telework days per week.

The Department of Children and Families has an immediate need for Social Workers, also known as Family Service Specialist Trainees (FSST). The FSST performs field and office work involving collecting, analyzing and recording significant facts.

Responsibilities may include responding to child abuse/neglect referrals, responding to requests for child welfare services, in-home visits and arranging for residential or foster care placements.

During the first 12 months, employees hired in the position of FSST will attend a comprehensive in-service training program, in addition to performing field and office casework duties.

**REQUIREMENTS:**

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience in social work, direct support counseling, guidance, or case management involving high risk child abuse and neglect or other problematic situations involving counseling services to clients with social, emotional, psychological, or behavioral problems including gathering and analyzing information, determining needs, and planning and supporting and/or carrying out treatment plans.

**OR**

Possession of a bachelor's degree from an accredited college or university

**NOTE: Bachelor's degree in social work or Master's degree in Social Work is preferred. A Social Work-related degree will be seriously considered.**

**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.

**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.**

## IMPORTANT NOTICES

**EMPLOYEE BENEFITS:** The Department of Children and Families provides many employee benefits, including but not limited to:

- Alternative Workweek Program*
- Deferred Compensation
- Health, Dental and Life Insurance
- Flexible and Health Spending Accounts
- Pension
- Telework*
- Public Service Loan Forgiveness
- Benefit Leave (Vacation, Sick, Administrative Leave)
- 13 Paid Holidays

*Pursuant to Department policy, procedures and/or guidelines

**RE-EMPLOYMENT LISTS:** Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

**PUBLIC SERVICE LOAN FORGIVENESS:** As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at https://nj.gov/csc/jobs/veterans.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, you must submit any of the supporting documentation specified in N.J.S.A. 11A:7-13.3 along with your resume by the closing date indicated above.

**UNIT SCOPE:** Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope. A complete list of DCF unit scopes can be found here.

**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.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. This position does not offer visa sponsorship now or in the future.

## Electronic Filing:

Forward a cover letter and resume as a **single PDF document,** saving the file by your **Last Name, First Name, Middle Initial** to:

**dcf.resume@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.**