



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Joseph E. Ribsam Jr.
Acting Commissioner

JOB VACANCY POSTING

POSTING #:	426-26	ISSUE DATE:	September 23, 2026
TITLE:	ASSISTANT DIVISION DIRECTOR (UNCLASSIFIED)	CLOSING DATE:	October 7, 2026
LOCATION:	Department of Children and Families (DCF) Office of Staff Health and Wellness 50 East State Street Trenton, NJ 08608		
POSITIONS:	1	RANGE:	&98
DISTRIBUTION:	STATE-WIDE	SALARY:	\$143,865.00

SCOPE OF ELIGIBILITY: Opportunities are 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.

NOTE: Applicants are required to submit a completed [State of New Jersey Application for Employment](#) with their resume at the time of application. Failure to do so will result in disqualification for this position.

DEFINITION: Under the direction of a Division Director, Deputy Director, or other senior official in a state department or agency, directs the staff and activities of an operational unit responsible for providing general administrative and/or fiscal management, program policy and planning services, or delivering a variety of social, medical, assistance, health care, and other services to a specific client population; does other related duties as required.

SPECIAL NOTE: The Office of Staff Health and Wellness (OSHW) within the Department of Children and Families (DCF) is seeking an Assistant Director. Working under the Executive Director, this leader will manage the office's core pillars: Workforce Wellbeing, Workforce Development, Psychological Safety, and Safety Culture. The successful candidate will design and implement proactive strategies addressing stress recognition, emotional exhaustion, and workplace safety. This role requires that the ideal candidate possess key knowledge in change management and organizational culture and can translate staff data into actionable initiatives. The ideal candidate must excel at navigating complex systems, building internal partnerships, and fostering a collaborative, learning-focused environment where staff feel supported and respected.

RESPONSIBILITIES include but are not limited to the following:

- Provide strategic and operational oversight of OSHW initiatives related to Workforce Wellbeing, Workforce Development, Psychological Safety, and Safety Culture.
- Support the Executive Director in implementing the Office's strategic priorities, programs, policies, and statewide workforce wellness initiatives.
- Oversee the development, implementation, and monitoring of programs designed to strengthen staff wellbeing, morale, resilience, workplace connectedness, and employee engagement.
- Guide implementation of psychological safety strategies that promote staff voice, respectful communication, inclusion, learning, trust, and healthy team environments.
- Advance safety culture practices that strengthen both physical and emotional safety, systems thinking, mindful organizing, learning from concerns and near misses, and a culture that emphasizes learning rather than blame.
- Review workforce data, staff feedback, Safety Culture Survey findings, program participation, and emerging trends to identify needs, gaps, and opportunities for improvement.
- Use Continuous Quality Improvement principles to monitor implementation, assess outcomes, identify root causes, and strengthen OSHW programs and processes.
- Develop recommendations and action plans in response to workforce trends related to emotional exhaustion, stress recognition, psychological safety, workplace connectedness, and organizational safety.

- Oversee and support regional implementation of OSHW programs to ensure offices receive consistent, responsive, and meaningful wellness support.
- Collaborate with Departmental leadership, Human Resources, Employee Advisory Service, Worker2Worker, safety partners, training partners, and other internal and external stakeholders to coordinate workforce supports.
- Oversee the development and delivery of presentations, trainings, briefings, reports, and other materials for staff, supervisors, Department leadership, and external stakeholders.
- Supervise, coach, mentor, and evaluate assigned staff while establishing clear expectations, monitoring deliverables, and supporting professional development.
- Promote a culture of continuous learning, accountability, collaboration, inclusion, psychological safety, and staff wellbeing within OSHW.
- Represent OSHW in Departmental meetings, workgroups, committees, interagency partnerships, and other collaborations as assigned.
- Identify and address barriers that may impact implementation, coordination, staff engagement, or access to workforce wellness resources.
- Maintain strong communication across OSHW program areas to ensure alignment, coordination, and consistent implementation of Office priorities.
- Perform other duties as assigned in support of the mission and strategic priorities of the Office of Staff Health and Wellness.

REQUIREMENTS:

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.

Ten (10) years of professional experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (physical, intellectual, or developmental disability, juvenile offenders, socially/economically disadvantaged, etc.), three (3) years of which shall have been in a supervisory capacity.

OR

Ten (10) years of professional experience as an administrator responsible for planning, budgets, and administration of programs in a large public or private agency, three (3) years of which shall have been in a supervisory capacity.

OR

Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

OR

Possession of a master's degree from an accredited college or university in a field relevant to the position; and five (5) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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 NOTICES

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

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| • Alternative Workweek Program* | • Telework* |
| • Deferred Compensation | • Public Service Loan Forgiveness |
| • Health, Dental and Life Insurance | • Benefit Leave (Vacation, Sick, Administrative Leave) |

- Flexible and Health Spending Accounts
- Pension

- 13 Paid Holidays

*Pursuant to Department policy, procedures and/or guidelines

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.

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, resume, and completed Application for Employment 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.