NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Mikie Sherrill
Governor

Joseph E. Ribsam Jr.
Acting Commissioner

JOB VACANCY POSTING

POSTING #: 497-26

ISSUE DATE: October 27, 2026

TITLE: **FAMILY SERVICE SPECIALIST 1 (CLASSIFIED COMPETITIVE)**

CLOSING DATE: November 10, 2026

LOCATION: Department of Children and Families (DCF)
Mercer South Local Office
120 S. Stockton St., 2nd Floor
Trenton, NJ 08625

POSITIONS: 3

RANGE: P 24

DISTRIBUTION: DEPARTMENT-WIDE

SALARY: $76,286.63- $111,856.03

SCOPE OF ELIGIBILITY: Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional opportunity or to employees of the Department of Children and Families who are permanent as a **Family Service Specialist 1**, as a lateral opportunity, and to employees of the Department of Children and Families who are permanent as a **Family Service Specialist 2 or Family Service Specialist 2 Bilingual in Spanish and English**, as a promotional opportunity, subject to current promotional and hiring restrictions**.**

SPECIAL NOTE: In order to be considered for this position as a promotional opportunity, candidates must have applied for the Family Service Specialist 1 Promotional Examination, Symbol #PS7286K in Unit Scope CF99 that closed on May 21, 2026.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: Under direction of a Supervising Family Service Specialist 2 or other supervisor in the Department of Children and Families, handles a caseload of clients and performs field and office work to:

- screen allegations of child abuse and/or neglect; and/or
- initiate or conduct various types of investigations, including child welfare assessments or abuse and/or neglect referrals in problematic, high risk situations, in-home supervision, residential placement; and/or
- conduct assessment, recruitment, and placement in resource family/foster homes, adoption related work and placement supervision; and/or
- assist supervisory staff in developing, coordinating and facilitating social programs using sophisticated social work skills, including engagement, analysis, assessment group work, and/or individualized therapeutic interaction with clients; and/or
- assist in developing needed services, additional resources, and training programs; and/or
- provide direct treatment/counseling services, Family Team Meetings, and referrals for family services to a high risk caseload requiring intensive intervention; and/or
- manage various aspects of court involved cases;
- does other related duties as required.

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.

Six (6) 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; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree in social work, psychology, guidance and counseling, divinity, marriage and family therapy, or other related behavioral science area; and one (1) year of the above-mentioned professional experience.

OR

Possession of a bachelor's degree and a supervised social work field placement of three hundred (300) hours serviced through an accredited college or university or performed in a social service agency; and one (1) year of the above-mentioned professional experience.

OR

Five (5) years of the above-mentioned professional experience and a supervised social work field placement of three hundred (300) hours serviced through an accredited college or university or performed in a social service agency.

NOTE: "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.

NOTE: A maximum of one year of non-caseload carrying experience may be credited toward the experience requirement listed above.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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:

- 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.

PROVISIONAL APPOINTMENTS: Promotions into this title will result in a provisional appointment, which is subject to a NJ Civil Service Commission (CSC) promotional examination. Individuals are responsible for applying for the examination upon announcement by the CSC and must be reachable on the issued list of eligible(s) to be appointed permanently. An employee serving in a provisional appointment and who does not appear or is not reachable on the issued list of eligible(s) may be separated from their provisional title and returned to their last permanently held title.

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** 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.