



State of New Jersey

Department of Human Services

Mikie Sherrill

Governor

Dr. Dale G. Caldwell

Lt. Governor

Stephen Cha, MD, MHSR

Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	024-26	ISSUE DATE:	1/29/2026	CLOSING DATE:	2/12/2026		
TITLE:	Habilitation Plan Coordinator (1 Full Time Position)						
LOCATION:	Division of Developmental Disabilities New Lisbon Developmental Center 104 Route 72 New Lisbon, NJ 08064	RANGE:	P22				
		SALARY:	\$67,312.27 - \$98,503.27				
		UNIT SCOPE:	K470				
		SERV. CLASS:	Competitive				
OPEN TO:	Current State Employees with underlying permanent status in a competitive title, or Civil Service Commission approved non-competitive title, who meet the stated requirements below.						
SPECIAL NOTE:	Preference will be given to NLDC Employees currently serving in the title of Habilitation Plan Coordinator.						

DESCRIPTION

DEFINITION:	Under a supervisory official in the Department of Human Services or the Department of Children and Families is responsible for or assists in the development and implementation of Individual Habilitation Plans for a designated number of individuals; does other related duties.
	Work Location: Individual Habilitation Plan (IHP) Department Shift: 8:30am – 4:00pm Regular Days Off: Saturday/Sunday
	*Flexible Scheduling May Be Required.

REQUIREMENTS

EDUCATION:	Applicants must meet the requirements for Developmental Disability Professionals and Providers as outlined in the Rules and Regulations section of the Federal Register, Volume 53, No. 107 (June 1988): 20497-8, which sets the standards for developmental disability facilities and staff, namely, the following: Graduation from an accredited college or university with a Bachelor's degree in a human services field, including but not limited to the following: human behavior (e.g., psychology, sociology, speech communication, gerontology), social work, criminal justice (with a social work/psychology, focus not administrative, etc.), human skill development (e.g., special education, education, counseling, human development, recreation, or a specialty area such as art, dance, music or physical education), humans and their cultural behavior (e.g., anthropology), or any other study of services related to basic human care needs, (e.g., human services, nursing, rehabilitation counseling, art therapy, recreational therapy, occupational therapy, physical therapy, dietetics, speech language pathology or audiology,) or the human condition (e.g., literature, the arts). NOTE: Although a variety of degrees may satisfy the requirements, majors related to such areas as engineering, science, mathematics and business are not accepted. NOTE: Licensure as a Professional Nurse in the State of New Jersey or a degree as a Doctor of Medicine or Doctor of Osteopathy from an accredited school of medicine may be substituted for the Bachelor's degree.
EXPERIENCE:	One (1) year of experience in the care, treatment, and rehabilitation of individuals with developmental disabilities in residential or community settings or in case management, analysis, development and implementation of programs for clients with developmental disabilities.
SPECIAL NOTE:	Ability to physically lift, move, and position individuals as needed.
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

FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired. You will be advised if the position for which you're being considered requires drug testing and how its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Life Insurance; TaxSave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.

FILING INSTRUCTIONS

Forward a cover letter, resume, and transcript (if applicable) electronically to:

DDD-NLDC.Resumes@dhs.nj.gov

You must include the Job **Posting #**, and **Last Name** in the subject line of your email. Example: (123-25, Smith)

New Jersey Department of Human Services is an Equal Opportunity Employer