



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

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

<b>JOB POSTING #:</b>	099-25	<b>ISSUE DATE:</b>	4/23/2025	<b>CLOSING DATE:</b>	5/7/2025
<b>TITLE:</b>	Assistant Supervisor of Resident Living Developmental Disabilities (1 Full Time Position)				
<b>LOCATION:</b>	Division of Developmental Disabilities New Lisbon Developmental Center 104 Route 72 East New Lisbon, NJ 08064	<b>RANGE:</b>	S22		
		<b>SALARY:</b>	\$65,036.01 - \$92,158.59		
		<b>UNIT SCOPE:</b>	K470		
		<b>SERV. CLASS:</b>	Competitive		
<b>OPEN TO:</b>	Current NLDC Employees with underlying permanent status in a competitive title, who meet the stated requirements below.				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	<p>Under the direction of the Director of Professional/Residential Services or other supervisory official in the Division of Developmental Disabilities, Department of Human Services has charge of the operation of the cottages and the resident living program, including the care, custody, and protection of the resident population housed therein, and/or serves as "Institutional Officer of the Day" on an assigned shift during evenings, nights, weekends, and holidays; and/or responsible for the coordination of the residential care workers and ensures continuity of care from shift to shift; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.</p> <p><b>Work Location:</b> PRS Operations <b>Shift:</b> 11:30pm-8:00am <b>Regular Days Off:</b> Wednesday/Thursday</p> <p><b>*Flexible scheduling may be required.</b></p>				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	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.				
	Eight (8) years of professional experience in a residential or health care setting, involving the direct care, training, or other habilitative services to individuals with developmental disabilities, mental health issues, and/or substance abuse issues, two (2) years of which shall have been in a supervisory capacity.				
	<b>OR</b> Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.				
<b>NOTE:</b>	"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.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. 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 to proceed with the testing.				
<b>NOTE(S):</b>	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.				
<b>FILING INSTRUCTIONS</b>					
<p>Forward a cover letter and resume electronically to: <a href="mailto:nldc.resumes@dhs.nj.gov">nldc.resumes@dhs.nj.gov</a>  <b>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</b></p>					

New Jersey Department of Human Services is an Equal Opportunity Employer