



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:

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| JOB POSTING #: | 161-25 | ISSUE DATE: | 6/16/2025 | CLOSING DATE: | 7/8/2025 |
| TITLE: | Habilitation Plan Coordinator or Senior Community Program Specialist | | | | |
| LOCATION: | Division of Developmental Disabilities Home and Community Based Services Waiver and Quality – Provider Auditing | RANGE: | P22 | | |
| | | SALARY: | \$65,036.01 - \$92,158.59 | | |
| | Trenton, Flanders, Paterson, Newark, Freehold, Plainfield or Voorhees Offices | CLASS OF SERVICE: | Competitive | | |
| OPEN TO: | Current <u>New Jersey State Employees</u> with Underlying Permanent Status in a Competitive Title | | | | |
| DESCRIPTION | | | | | |
| DEFINITION: | <u>Habilitation Plan Coordinator</u> 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. | | | | |
| | <u>Senior Community Program Specialist</u> Under limited supervision of the Principal Community Program Specialist or other supervisory official in the Department of Human Services, is responsible for the development, implementation, and/or evaluation of social services, education and/or training programs and support services for people with developmental disabilities; may take the lead over lower level staff; does other related work as required. | | | | |
| SPECIAL NOTE: | <u>Habilitation Plan Coordinator</u> Ability to physically lift, move, and position individuals as needed. | | | | |
| | <u>Senior Community Program Specialist</u> May be required to engage in lifting a person when working in a setting which provides direct services to people who require assistance to ambulate | | | | |
| REQUIREMENTS | | | | | |
| REQUIREMENTS: | <u>Habilitation Plan Coordinator</u> 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. | | | | |

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| | <p>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.</p> <p style="text-align: center;"><u>Senior Community Program Specialist</u></p> <p>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.</p> <p>Six (6) years of professional experience in program delivery experience in providing education, habilitative, or social services in programs for people with developmental disabilities.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree in the field of Social Work, Public or Business Administration, Education, Psychology, Nursing, or other related areas; and one (1) year of the above-mentioned professional experience.</p> <p>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.</p> |
| 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 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. |
| 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. |
| DRUG SCREENING: | 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 are being considered requires drug testing and how to proceed with the testing. |
| TELEWORK: | <p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework:</u> This position may be eligible to participate in the Department's pilot "<u>Telework Program</u>", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> |
| 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); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; 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 RESUME AND COPY OF TRANSCRIPT(S) (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: DDD-CO.Resumes@dhs.nj.gov | |
| You must include the Job Posting # and Last Name in the subject line of your email. Example: (123-22, Smith) | |

New Jersey Department of Human Services is an Equal Opportunity Employer