



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

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

JOB POSTING NUMBER	257-19	ISSUE DATE	10/15/2019	CLOSING DATE	10/29/2019
TITLE	Program Support Specialist 3, Assistance Programs	RANGE	P22		
LOCATION	Division of Disability Services 11A Quakerbridge Plaza Mercerville, New Jersey 08619	SALARY	\$57,210.99 - \$81,068.91		
		OPEN TO	Current State employees		
DEFINITION	<p>Under the direction of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; does other related work as required.</p> <p>The New Jersey Disability Health & Wellness (DH&W) program serves to consult and collaborate on projects that seek to promote healthy living and prevention of secondary conditions for individuals with disabilities. As such, the Division works to identify gaps in the State healthcare system, improve state surveillance activities and facilitate partnerships between state agencies, community organizations, service providers and individuals with disabilities.</p>				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college with a Bachelor's degree.				
EXPERIENCE	<p>One (1) year of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.</p> <ul style="list-style-type: none"> ➤ Applicants who do not possess the required education may substitute experience as indicated on a year for year basis. ➤ A Master's degree in Social Work, Psychology, Education, Public Administration Business Administration, or a related field may be substituted for one (1) year of the indicated experience. <p>NOTE: Experience in Health and Wellness is strongly preferred, but not required.</p>				
NOTE	<p>The selected candidate should have the following skillsets:</p> <ul style="list-style-type: none"> ➤ Excellent Oral and written communication skills ➤ Responsible work ethic with the ability to organize and multi-task <p>Specific job responsibilities:</p> <ul style="list-style-type: none"> ➤ Manage/oversee grant-funded programs within the DH&W program, including reporting and fiscal oversight; ➤ Identify potential funding sources and write grant applications; ➤ Supervise individuals/agencies sub-contracted to deliver services; Identify, develop and implement outreach/training efforts for state and community agencies/service providers; ➤ Serve as the designated health and wellness specialist; ➤ Identify key partners within other state, county and local government agencies, as well as non-profit organizations working in the public health field. 				
NOTE FOR 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.				
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 NOTICE					
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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHSResumes@dhs.state.nj.us					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer