



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

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

JOB POSTING #:	258-26	ISSUE DATE:	8/5/2026	CLOSING DATE:	8/19/2026
TITLE:	Program Support Specialist 3, Assistance Programs				
LOCATION:	Department of Human Services Office of New Americans 153 Halsey Street Newark, NJ 07102	RANGE:	R 27		
		SALARY:	\$87,507.00 - \$128,718.80		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Competitive		
OPEN TO:	Current Office of New Americans Employees				
DESCRIPTION					
DEFINITION:	Under the general supervision of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs OR maintains, monitors and/or implements a complex client services/assistance program; acts as a liaison between the agency and other public and/or private organizations; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related work as required.				
SPECIAL NOTE:	<u>Programs Manager</u> The Programs Manager will oversee the ONA Programs that provide direct services to New American populations, such as legal services and other related initiatives. Works under the supervision of the Assistant Director and in close collaboration with Program Leads, the Programs Manager oversee all ONA Programs and initiatives that support New American populations as they navigate federal policy changes. Job duties will include but not limited to: - Oversee all ONA funded public facing services and initiatives, including program management of legal services grants, grant oversight, evaluation of services, and management of appropriated fund allocations, coordinating with the State Refugee Coordinator and ONA's Refugee Resettlement Program as needed. - Provide recommendations and proposals to ONA and DHS leadership for programs that support the needs of New American populations, - Serve as lead contact and liaise on behalf of the ONA with national networks and stakeholders for program best practices and recommendations, - Serve as lead contact for interagency support on implementation of programs and initiatives for state initiatives that serve New American populations, - Monitor federal immigration policy changes and provide recommendations on state actions to ONA and DHS Leadership, - Coordinate with Community Engagement Manager on public information related to programs, services, and vital information related to federal immigration policy changes or updates, - Supervise the Programs Specialist in the support of benefits and resources navigation efforts, including coordinating with interagency partners to ensure grantees and partner agencies have access to state programs and services for their clients, - Monitor and analyze the capacity of programs and services through NGO partners, including proposing model programs or initiatives to build capacity to serve New American populations, this includes legal services expanded capacity and social services where needed. *** Bilingual in any language(s) in addition to English is preferred but not required. *** Experience or knowledge of services or programs for New American populations preferred but not required.				
REQUIREMENTS					
REQUIREMENTS:	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. Seven (7) years of professional 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. OR Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience. OR Possession of a master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university; and two (2) years of the above-mentioned professional experience.				
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 <i>must be evaluated</i> 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 <i>will be at your expense</i> . 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.
TELEWORK:	Certain positions may be eligible to participate in the Department's " Telework Program ", 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.
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 a cover letter, resume, and transcript (if applicable) electronically to:

DHS-CO.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