



# 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:

<b>JOB POSTING NUMBER</b>	263-19	<b>ISSUE DATE</b>	10/18/2019	<b>CLOSING DATE</b>	11/01/2019
<b>TITLE</b>	Division Director, Human Services/Children & Families (Unclassified)	<b>RANGE</b>	M98		
<b>LOCATION</b>	The Division of Developmental Disabilities 222 South Warren Street Trenton, NJ 08625	<b>SALARY</b>	Commensurate with Education and Experience		
		<b>OPEN TO</b>	Public		
<b>DEFINITION</b>	Under direction of a Commissioner or other official in the Department of Human Services, directs the administration of the programs and activities of a division providing varied social, medical, rehabilitation and other services to a specific client population; does related work as required.				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	Graduation from an accredited college with a Bachelor's degree.				
<b>EXPERIENCE</b>	Eight (8) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially/economically disadvantaged, and so forth), five (5) years of which shall have involved management responsibilities.				
<b>NOTE</b>	<p><b>Note – This is a re-posting of Job Opportunity 198-19. For applicants who have already applied, there is no need to re-apply.</b></p> <p><b>SPECIAL NOTE:</b> This Division Director will directly oversee and manage the chief executive officers of the Division's five Developmental Centers (DCs) that collectively serve about 1,300 individuals. Each DC operates in compliance with Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/ID) standards for which they undergo at least an annual survey by the New Jersey Department of Health. Compliance with the ICF/ID standards are required to maintain participation in the program and receive federal reimbursement for the services and supports provided.</p> <p>In addition, this position will manage the Community Transitions Unit that coordinates services and supports for Division eligible individuals residing in institutional settings, such as DCs, state psychiatric hospitals and skilled nursing facilities, who are seeking placement in the community. Coordination of services and supports requires interaction with the individual, family, guardian, service provider, and other pertinent planning team members. Additionally, interaction with the court system may be required for some populations to provide updates on discharge planning.</p> <p>Consideration may be given to candidates with a Masters or higher level degree in a Human Services related field and experience in one or more of the following:</p> <ul style="list-style-type: none"> <li>Responsibility for the operation of a public or private healthcare facility;</li> <li>Knowledge of the regulations governing intermediate care facilities for individuals with intellectual disabilities;</li> <li>Experience in securing services and supports for individuals residing in institutional settings so that they can successfully live in the community.</li> </ul>				
<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>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 NOTICE</b>					
<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>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
<b>DRUG SCREENING</b>	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.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:ddd.resumes@dhs.state.nj.us">ddd.resumes@dhs.state.nj.us</a>					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer