



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:

JOB POSTING #:	292-25	ISSUE DATE:	9/25/2025	CLOSING DATE:	10/9/2025
TITLE:	Program Support Specialist Trainee				
LOCATION:	Department of Human Services Office of New Americans 222 South Warren Street Trenton, NJ 08625 Or 153 Halsey Street Newark, NJ 07102	RANGE:	P95		
		SALARY:	\$61,510.13 - \$64,340.11		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Non-Competitive		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	Under the close supervision of a Program Support Specialist 3, Quality Control, Program Support Specialist 3, Assistance Programs, or other supervisory official in a state department, institution, or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to maintain, monitor, and/or implement client services/assistance programs; does other related duties required.				
SPECIAL NOTE:	Refugee Programs Specialist The Refugee Programs Specialist will focus on supporting the programmatic side of the Refugee Support Services program managed by the Office of New Americans, including providing direct oversight and technical support to vendors. Works under the Supervision of the Assistant Director and in close collaboration with the ONA Program Staff. Job duties will include, but are not limited to:				
	<ul style="list-style-type: none">• Supports the State Refugee Coordinator in the oversight of the Refugee Support Services programming (employment services, ELL, adjustment services) and Refugee Support Services Set-Asides (Refugee Health Promotion, Services to Older Refugees, School Impact and Youth Mentoring)• Works with the Grants Analyst to provide programmatic information for procurement processes and grantee selection• Conducts program monitoring and ensures compliance to state and federal requirements• Trains implementing agency staff on the RSS Manual and ORR policies• Provides technical assistance to implementing agency staff and connects them to relevant resources to support service provision• Liaises with the ONA outreach team, the Partnerships Coordinator, and ONA Program Staff as needed to ensure coordination among all ONA programs and other relevant state agencies and programs that provide or support similar services• Tracks reporting requirements for RSS programming and works with the Data and Policy Analyst on submission of required reporting and program data analysis for compliance and program improvement• Maintains up to date knowledge of RSS Policies• Works under the supervision of the ONA Assistant Director/SRC and works closely with the SRHC *** Bilingual in any language(s) in addition to English is 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. Four (4) years of professional experience relevant to the position.				
	NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position. OR				
	Possession of a bachelor's degree from an accredited college or university.				
SPECIAL NOTE:	"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.				

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	
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.
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're being considered requires drug testing and how to proceed with the testing.
NOTE(S):	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position may be eligible to participate in the Department's pilot "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.
SAME PROGRAM APPLICANTS:	SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3
FILING INSTRUCTIONS	
<p>Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov</p> <p>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer