



# 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:

<b>JOB POSTING #:</b>	298-25	<b>ISSUE DATE:</b>	9/29/2025	<b>CLOSING DATE:</b>	10/13/2025
<b>TITLE:</b>	REGIONAL COORDINATOR				
<b>LOCATION:</b>	Div. of Mental Health and Addiction Services Office of Community Services – Southern Region Office 301 Spring Garden Road Hammonton, NJ 08037	<b>RANGE:</b>	&33		
		<b>SALARY:</b>	\$111,628.85 - \$164,957.05		
		<b>UNIT SCOPE(S):</b>	K950		
		<b>SERV. CLASS:</b>	Competitive		
<b>OPEN TO:</b>	Current <u>NJ State Employees</u> with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the guidance of the Assistant Director, Community Services, Division of Mental Health and Hospitals, Department of Health, supervises implements, plans, and coordinates the programs, activities and staff of the Office of Community Mental Health and Social Services related to a multi-county region, including the development of mental health programs at the community level by assisting communities develop applications for Federal community mental health center construction and staffing grants, and State Grant-in-Aid applications, review and monitor inventories of existing resources and needs as a basis for the allocation of state and federal funds; does related work as required.				
<b>NOTE:</b>	The position provides supervisory oversight for the Office of Community Services Southern Region including Salem, Atlantic, Cape May, Cumberland, Gloucester, Camden, Monmouth, and Ocean Counties.				
<b>REQUIREMENTS</b>					
<b>EDUCATION:</b>	Graduation from an accredited college or university with a Bachelor's degree supplemented by a Master's degree in Social Work, Psychology, Sociology, Health, Business or Public Administration, or related field.				
<b>EXPERIENCE:</b>	Five (5) years of responsible supervisory and/or administrative experience in a social service provider agency and/or related business or governmental organization.				
<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 NOTICES</b>					
<b>FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> 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>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	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 <u>will be at your expense</u> . 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.				
<b>CIVIL SERVICE LISTS:</b>	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.				
<b>TELEWORK:</b>	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.				
<b>EMPLOYEE BENEFITS:</b>	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.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter, resume, and transcript (if applicable) electronically to: <a href="mailto:DHS-HRAdmin.resumes@dhs.nj.gov">DHS-HRAdmin.resumes@dhs.nj.gov</a> <b>You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: ( 123-25, Smith )</b>					

New Jersey Department of Human Services is an Equal Opportunity Employer