



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 #:	299-25	ISSUE DATE:	9/30/2025	CLOSING DATE:	10/14/2025
TITLE:	Supervising Community Program Specialist				
LOCATION:	Division of Developmental Disabilities Targeted Case Management Services Community Transitions and Special Projects Any Community Services Office	RANGE:	S28		
		SALARY:	\$88,529.64 - \$130,338.54		
		CLASS OF SERVICE:	Competitive		
OPEN TO:	Lateral Opportunity - Open to current Division employees permanent as a Supervising Community Program Specialist				
DESCRIPTION					
DEFINITION:	Under the direction of a Regional Administrator or other higher-level manager in the Department of Human Services, directs, plans, supervises, and coordinates the activities and staff involved in development, implementation, and/or evaluation of social services, education and/or training programs and support services for people with developmental disabilities; supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related work as 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. Eight (8) years of professional experience in program delivery experience in providing education, habilitative, or social services in programs for people with developmental disabilities, one (1) year of which shall have been in a supervisory capacity. OR Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity. OR Possession of a master's degree in the field of Social Work, Public or Business Administration, Education, Psychology, Nursing, or other related areas; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.				
NOTE:	"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.				
IMPORTANT NOTICES					
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 are being considered requires drug testing and how to proceed with the testing.				
TELEWORK:	* 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 " <u>Telework Program</u> ", 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 <u>RESUME</u> AND COPY OF <u>TRANSCRIPT(S)</u> (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: DDD-CO.Resumes@dhs.nj.gov					
You must include the <u>Job Posting #</u> , <u>Title</u> and <u>Last Name</u> in the subject line of your email. Example: (123-22, Clerk Typist, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer