



# 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>	311-20	<b>ISSUE DATE</b>	2/4/2020	<b>CLOSING DATE</b>	2/19/2020
<b>TITLE</b>	Program Support Specialist 1, Assistance Programs	<b>RANGE</b>	R27		
<b>LOCATION</b>	Division of Disability Services 11A Quakerbridge Plaza Mercerville, New Jersey 08619	<b>SALARY</b>	\$71,858.95 - \$102,317.02		
		<b>OPEN TO</b>	Current State employees		
<b>DEFINITION</b>	Under the direction of a Supervising Program Support Specialist or other supervisory official in the Division of Disability Services, Traumatic Brain Injury Fund (TBI Fund), 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; does other related work as required.				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	Graduation from an accredited college with a Bachelor's degree.				
<b>EXPERIENCE</b>	<p>Three (3) years of 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 programs.</p> <ul style="list-style-type: none"> <li>➤ Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.</li> <li>➤ A Master's degree in Social Work, Psychology, Education, Public Administration Business Administration, or a related field may be substituted for one (1) year of the indicated experience.</li> </ul>				
<b>NOTE</b>	<p>A Masters of Social Work (MSW) is strongly preferred, but not required.</p> <p>Specific job responsibilities:</p> <ul style="list-style-type: none"> <li>➤ Provide direct supervision and training to State and temporary staff within the unit, conduct performance reviews; initiated disciplinary actions as necessary;</li> <li>➤ Review applications, documentation and client service plans; interpret, enforce, and revise regulations, policies, and procedures;</li> <li>➤ Provide service recommendations, conduct research on emerging therapies and promising practices;</li> <li>➤ Collaborate with and oversee contracted agencies the provide case management services;</li> <li>➤ Implement quality assurance measures for the program unit, manage projects, create/edit brochures and other documents for dissemination to the public;</li> <li>➤ Assist with planning and implementation of the quarterly TBI Fund Advisory Council meetings, monitor contracts, MOUs and business agreements;</li> <li>➤ Prepare written correspondence on behalf of the Division; plan, conduct and attend meetings.</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:dhs-co.resumes@dhs.nj.gov">dhs-co.resumes@dhs.nj.gov</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