



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	339-23	ISSUE DATE	6/5/2023	CLOSING DATE	6/19/2023
TITLE	Supervising Program Support Specialist Assistance Programs				
LOCATION	Division of Family Development Office of Program Operations 6 Quakerbridge Plaza Hamilton, NJ 08619	RANGE	S29		
		SALARY	\$83,619.58 - \$119,250.94		
OPEN TO	Current Department Employees.				
DEFINITION	<p>Under direction, in a state department or agency, or in a community or institutional setting, supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; acts as a liaison between the agency and other public and/or private organizations; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related work as required.</p> <p>These positions are located within the Office of Program Operations with an opening in both the Call Center and Operations teams. The Office of Program Operations is responsible for the administration of SNAP and WFNJ programs as well as other ancillary initiatives within those two main programs. Responsibilities of this position include supervising daily operations and supervisory staff, assigning priorities for the subunit and ensuring timely completion, and designing and implementing new initiatives.</p>				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree.				
EXPERIENCE	<p>Four (4) 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 program, two (2) of which shall have been in a supervisory capacity.</p> <p>Desired skill sets vary depending on placement in the Call Center or Operations subunit but can include:</p> <ul style="list-style-type: none"> Critical analysis and problem-solving Call Center and customer/client-relations experience Excellent organizational skills Ability to work independently as well as in a team Flexibility and adaptability Experience with program monitoring, compliance, and contracts is a plus but not required 				
NOTE	<p>Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>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 non-supervisory experience.</p>				
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.				
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 NOTICE					
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.				
NOTE(S)	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <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.</p> <p>* <u>Covid Screening</u>: Certain DHS positions may require COVID-19 vaccination or may be subject to testing/screening.</p> <p>* <u>SAME Applicants</u>: 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: SAME@csc.nj.gov, or call CSC at (833) 691-0404.</p>				
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.

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: dfdhrresumes@dhs.nj.gov

You **must** include the Job ***Posting #***, and ***Last Name*** in the subject line of your email. Example: (123-22, Smith)

New Jersey Department of Human Services is an Equal Opportunity Employer