



# 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>	367-25	<b>ISSUE DATE:</b>	11/24/2025	<b>CLOSING DATE:</b>	12/9/2025
<b>TITLE:</b>	Program Support Specialist Trainee				
<b>LOCATION:</b>	Department of Human Services Office of New Americans 222 South Warren Street Trenton, NJ 08625	<b>RANGE:</b>	P95		
		<b>SALARY:</b>	\$61,510.13 - \$64,340.11		
		<b>UNIT SCOPE:</b>	K800 – Office of the Commissioner		
		<b>SERV. CLASS:</b>	Non-Competitive		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	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.				
<b>SPECIAL NOTE:</b>	<p>Community Outreach Specialist</p> <p>This position will function as a Community Outreach Specialist and will increase public awareness and education of the Office of New American and benefit programs including Medicaid and the Cover All Kids Initiative to immigrant and non-English speaking communities. This role will also support ONA's office-wide outreach plan and priorities through the promotion and education of stakeholders, and the public on ONA programs and initiatives. This position will be responsible for one area of the state and will work to strengthen and create new partnerships with community organizations, providers, and other stakeholders serving the target population.</p> <p><i>Job duties:</i></p> <ul style="list-style-type: none"> <li>Identify and outreach to diverse stakeholders, community-based organizations, advocates, and service providers for the immigrant community to share accurate information about the Office of New Americans and NJ FamilyCare Program and Cover All Kids initiative.</li> <li>Plan and promote outreach, trainings, and other community supports to inform immigrants and refugees about the services available to them.</li> <li>Design and build culturally competent Office of New Americans outreach and public education materials and presentations tailored to community needs.</li> <li>Review and analyze program participation data, as available, to identify areas for targeted outreach.</li> <li>Participate in ongoing trainings on NJ FamilyCare program eligibility and application process as well as the goals of the Cover All Kids Initiative, working closely with the Division of Medical Assistance and Health Services.</li> <li>Understand and share ONA related programs and resources.</li> </ul> <p>*** Bilingual in any language(s) in addition to English is preferred but not required.</p>				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<p>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.</p> <p>Four (4) years of professional experience relevant to the position.</p> <p>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.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university.</p>				
<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 <i>must be evaluated</i> 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 <i>will be at your expense</i> . 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>SAME PROGRAM:</b>	If you are applying under the NJ State as a Model Employer "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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a> , or call CSC at (609) 292-4144.
<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>	
<p>Forward a cover letter, resume, and transcript (if applicable) electronically to:  <a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.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></p>	

**New Jersey Department of Human Services is an Equal Opportunity Employer**