



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 #:	373-25	ISSUE DATE:	11/26/2025	CLOSING DATE:	12/10/2025
TITLE:	Assistant Supervisor of Professional Residential Services Developmental Disabilities (1 Full Time Position)				
LOCATION:	Division of Developmental Disabilities New Lisbon Developmental Center 104 Route 72 New Lisbon, NJ 08064	RANGE:	S24		
		SALARY:	\$73,706.89 - \$108,073.49		
		UNIT SCOPE:	K470		
		SERV. CLASS:	Competitive		
OPEN TO:	Current NLDC Employees with underlying permanent status in a competitive title, or a Civil Service Commission approved non-competitive title, who meet the stated requirements below.				
NOTE:	Preference will be given to current NLDC employees serving in the title of Assistant Supervisor of Professional Residential Services Developmental Disabilities.				
DESCRIPTION					
DEFINITION:	<p>Under direction of a Supervisor, Department of Human Services, assists in the management and administration of all aspects of residential services within the units assigned, including the supervision of personnel and the integration and coordination of programs within the units assigned; does other related work.</p> <p>Work Location: Administration Shift: 11:00am-7:30pm Regular Days Off: Saturday/Sunday</p> <p>*Flexible scheduling may be required.</p>				
REQUIREMENTS					
REQUIREMENTS:	<p>NOTE: 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>Seven (7) years of professional experience in work involving the direct care, training, treatment, or other habilitative services to the developmentally disabled in a residential setting or health care facility, one (1) year of which shall have been in a supervisory capacity.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.</p> <p>OR</p> <p>Possession of a master's degree in Social Work, Psychology, Education, Sociology, Nursing, Guidance and Counseling or a closely related field from an accredited college or university; and two (2) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.</p>				
	NOTE:				
	<p>"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.</p>				
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 NOTICES					
FOREIGN DEGREES:	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.				
RESIDENCY:	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.				
DRUG SCREENING:	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 it's administered.				
CIVIL SERVICE LISTS:	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.				
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); 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 a cover letter, resume, and transcript (if applicable) electronically to: DDD-NLDC.Resumes@dhs.nj.gov					

You **must** include the Job ***Posting #***, and ***Last Name*** in the **subject line** of your email. **Example: (123-25, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer