



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 #:	394-25	ISSUE DATE:	12/19/2025	CLOSING DATE:	1/2/2026
TITLE:	Therapy Program Assistant (1 position - Recreation Department)				
LOCATION:	Green Brook Regional Center 275 Greenbrook Road Green Brook, NJ 08812	RANGE:	H 11		
		SALARY:	\$40,962.81 - \$58,963.11		
		UNIT SCOPE:	K452		
		SERV. CLASS:	Competitive		
OPEN TO:	Current Green Brook Regional Center Employees				
DESCRIPTION					
DEFINITION:	Under the close supervision of a professional therapist or other supervisory official in a state department, facility, institution, or agency, assists in implementing therapeutic program activities. Duties include performing a variety of subprofessional tasks in various therapy program areas, such as recreational, vocational, occupational, physical, behavior modification, or applied behavior analysis; does other related duties as required.				
SPECIAL NOTE:	Shift: Monday – Friday 7:30am – 4pm, RDO Sat/Sun Ability to physically lift, move, and reposition clients as needed.				
REQUIREMENTS					
REQUIREMENTS:	Two (2) years of experience providing care and custody to institutionalized individuals with intellectual, developmental, cognitive, and/or physical disabilities or psychiatric disorders in a psychiatric hospital, long-term care facility, residential facility, or a related agency. This experience should have involved assisting in the implementation of occupational, physical, recreational, and/or behavioral therapy programs aimed at rehabilitating clients through a variety of therapeutic and recreational activities.				
NOTE:	NOTE: Applicants who do not possess the required experience may substitute college credits in any combination of the following areas: psychology, social work, behavior modification, applied behavior analysis, special education, or fine, decorative, or practical arts, on a year-for-year basis for up to two years, with fifteen (15) semester-hour credits being equal to one year of experience. The prior arts curriculum should have covered any combination of classes in drawing, painting, sculpting, printmaking, ceramics, crafts, glassware, jewelry, and/or textile design. Classes in physical therapy, occupational therapy, or recreational therapy programs for individuals with intellectual, developmental, cognitive, or physical disabilities are also acceptable as a substitution.				
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 its 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.				
SAME PROGRAM:	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: https://nj.gov/csc/same/overview/index.shtml , email: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144.				
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-GRC.Resume@dhs.nj.gov You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-25, Smith)					

