



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
NEW JERSEY VETERANS MEMORIAL HOME AT ONE VETERANS DRIVE PARAMUS, NEW JERSEY 07652

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

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LISA J. HOU, D.O.
Brigadier General
The Adjutant General

VACANCY ANNOUNCEMENT #01 – 2023
JANUARY 19, 2023 – JUNE 30, 2023

TITLE: HUMAN SERVICES ASSISTANT

LOCATION: DMAVA – NJ VETERANS MEMORIAL HOME AT PARAMUS
1 VETERANS DRIVE
PARAMUS NJ 07652

SALARY: H08 - 04112 (\$36,738.98) (Promotional Salaries May Vary)

WORK WEEK: 40 Hours/Week FULL TIME

SHIFT TIMING: DAY - 6:45AM TO 3:15PM; EVENING - 2:45PM TO 11:15PM; NIGHT - 10:45PM TO 7:15AM

AREA OF CONSIDERATION: Application will be accepted from all interested candidates, who meet the requirements listed below. Selection will be made from among the best qualified.

CS JOB DESCRIPTION: Under direction of a supervisor in a health care facility, provides services for residents under indirect as well as direct professional supervision; does other related duties as required.

QUALIFICATIONS REQUIRED:

Appointees will be required to possess a valid **New Jersey Nurse's Aide Certification** issued by the New Jersey Department of Health and Senior Services within four (4) months of the date of initial appointment if the position is in a long-term nursing care facility.

SPECIAL NOTE: Executive Order #290 issued March 2, 2022, all employees that are eligible for a booster dose must receive their booster dose by April 11, 2022 or within three weeks of becoming eligible for a booster dose, whichever is later. Please do not submit your vaccination records at this time.

NJ State Law (N.J.S.A. 26:2h-18.79) requires all health care facility employees to have the influenza vaccination annually.

SPECIAL NOTE: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information. Additionally, in accordance with the Department of Military and Veterans Affairs Departmental Directive #20.1 Drug Testing Policy for employees, if you are called for an interview and you are chosen to continue with the pre-employment processing you must consent to undergo drug testing for controlled and dangerous substances.

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

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Judiciary on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the Judiciary or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey to comply with the Act.

Submit Letter of Interest and Resume to:

Attn: Human Resources
Veterans Memorial Home at Paramus
1 Veterans Drive Paramus NJ 07652
Or Fax to (201) 967-8659
Or Email: ParamusHR@dmava.nj.gov

Forms may be obtained from our website at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>
the Human Resources Division or you may request an application from the email provided

NJ Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.