




Department of Military & Veterans Affairs

 Appointment Opportunity

 X Promotional Opportunity

The New Jersey Department of Military and Veterans Affairs invites you to apply for the following position:

JOB POSTING #	0901-2025	ISSUE DATE:	09/03/2025	CLOSING DATE:	09/17/2025	
TITLE:	ASSISTANT CHIEF EXECUTIVE OFFICER CARE FACILITY			WORK WEEK:	NL	
LOCATION:	NJ Veterans Memorial Home Paramus 1 Veterans Drive Paramus, NJ 07652	RANGE: &33	SALARY:	\$111,628.85- \$164,957.05		
		CLASS OF SERVICE:	Competitive			
		UNIT SCOPE:	E500			
		WORK SCHEDULE:	DAY Days off: Saturday and Sunday			
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:						
<input checked="" type="checkbox"/> Current Department of Military and Veterans Affairs employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions		<input checked="" type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions		Interested individuals who meet the stated requirements		
JOB DESCRIPTION						
DEFINITION:	Under the direction of the Chief Executive Officer, in the Department of Human Services and the Department of Military and Veterans Affairs, assists in all aspects of the administration and management of a facility serving individuals with developmental disabilities; supervises designated programs and activities as assigned; supervises work and staff activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.					
NOTE:	The examples of work for this title are for illustrative purposes only. Job specifications for this position can be found using this link: https://info.csc.state.nj.us/TitleList/TitleSearch.aspx . A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.					
REQUIREMENTS						
EDUCATION & EXPERIENCE:	Graduation from an accredited college or university with a Bachelor's degree supplemented by a Master's degree in social work, education, sociology, nursing, administration, psychology, speech therapy, occupational therapy, physical therapy, counseling or gerontology. Four (4) years of administrative experience with responsibility for a significant program in an institutional environment, a developmental center, or other facility or agency dealing with those who have developmental disabilities and/or long-term care residents with a variety of medical issues, two (2) years of which must have included direct management of a major unit or program. NOTE: Applicants who do not possess the Master's degree, but do possess a Bachelor's degree in any one of the areas listed above, may substitute two (2) additional years of managerial experience as specified above.					

LICENSE / CERTIFICATION:	<p>NOTE: For positions in a Veteran's Memorial Home, appointees must possess a current Nursing Home Administrator License issued by the State of New Jersey.</p> <p>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.</p>			
SPECIAL NOTICES				
RESUME NOTE:	Eligibility determinations will be based upon information presented on the resume and application only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.			
PUBLIC SERVICE LOAN FORGIVENESS:	As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S Department of Education's website at https://StudentAid.gov/PSLF			
VETERANS PREFERENCE:	Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at: https://www.state.nj.us/csc/seekers/veterans .			
SAME APPLICANTS	If you are applying under the NJ "SAME" program, your supporting documentation (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, option 3			
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.			
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Military and Veterans Affairs, 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.			
INFLUENZA VACCINATION:	NJ State Law (N.J.S.A. 26:2H-18.79) requires <u>ALL</u> health care facility employees to have the influenza vaccination annually.			
AVAILABLE BENEFITS:	<p>As a NJ State Department, DMAVA provides a comprehensive list of benefits to the employees. The benefits include, but are not limited to, the following:</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> • Alternate Work Week* • Telework* • Deferred Compensation • Health and Life Insurance with Partial Vision Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Benefit Leave Time* <i>Varies depending on years of service</i> </td> <td> <ul style="list-style-type: none"> • NJ Pension Plan (NJ Public Employees' Retirement System - PERS) • Tuition Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Paid Time Off • 13 State Holidays </td> </tr> </table> <p style="text-align: right;">* Pursuant to Department's Policy, Procedures, and/or guidelines</p>		<ul style="list-style-type: none"> • Alternate Work Week* • Telework* • Deferred Compensation • Health and Life Insurance with Partial Vision Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Benefit Leave Time* <i>Varies depending on years of service</i> 	<ul style="list-style-type: none"> • NJ Pension Plan (NJ Public Employees' Retirement System - PERS) • Tuition Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Paid Time Off • 13 State Holidays
<ul style="list-style-type: none"> • Alternate Work Week* • Telework* • Deferred Compensation • Health and Life Insurance with Partial Vision Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Benefit Leave Time* <i>Varies depending on years of service</i> 	<ul style="list-style-type: none"> • NJ Pension Plan (NJ Public Employees' Retirement System - PERS) • Tuition Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Paid Time Off • 13 State Holidays 			
FILING INSTRUCTIONS				
<p>Submit application for employment, cover letter, resume, and other supporting documentation as a single PDF document, saving the file by your Last Name, First Name, to:</p> <p style="text-align: center;">  ParamusHR@dmava.nj.gov or by U.S Mail: ATTN: Paramus Veterans Memorial Home – HR 1 Veterans Drive Paramus, NJ 07652 Fax Number: (201) 967-8659 </p> <p><u>If you are interested in any other postings within the department, please use your phone camera and scan the QR Code on the left. This will take you to the DMAVA Job Posting website where all other positions will be posted.</u></p> <p>Be sure to include the Job Posting # in the subject line of your email or cover letter</p> <p>Application forms may be obtained from the Human Resources website at: https://www.nj.gov/military/personnel/forms/employment-application.pdf or you may request via the email address provided.</p>				