



New Jersey Department of Military and Veterans Affairs

Menlo Park Vacancy Announcement #M-010-2023

OPENING DATE: January 25, 2023 **CLOSING DATE:** Until Filled

TITLE: RESIDENTIAL SERVICES WORKER (NON-COMPETITIVE)

Functional Title: Housekeeper

LOCATION: Menlo Park Veterans Memorial Home- 132 Evergreen Road, Edison, NJ 08818

BASE SALARY: O-08 (\$31,642.96 - \$43,974.13) New Hires: \$35,753.35

WORK WEEK: 40 hours/ week (Fulltime position)

SHIFT AVAILABILITY: Day Shift: 7:00 am – 3:30 pm & Evening Shift: 3:00 pm – 11:30 pm

SCOPE OF ELIGIBILITY: Applicants will be accepted from all who meet the requirements listed below. Selection will be made from among the best qualified. Permanency in position will be received after passing a working test period.

SPECIAL NOTE:

- Effective January 13, 2022, the Executive Order #283 and the final ruling by the U.S. Supreme Court mandates all staff working in long-term care facilities and nursing homes to be fully vaccinated against COVID-19. 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.
- Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

JOB DESCRIPTION: Under immediate supervision of a designated supervisor, performs basic support work of routine difficulty in housekeeping, laundry, and/or similar activity; does related work as required.

REQUIREMENTS

EXPERIENCE:

- One (1) year of experience in housekeeping preferred.

LICENSE:

- Must possess a valid Driver's License in the State of 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 the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

PREEMPLOYMENT 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 along with a physical.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS by CLOSING DATE TO:

Mail: ATTN: Menlo Park HR Recruitment-132 Evergreen Road, PO Box 3013, Edison, NJ 08818-3013
E-Mail: MenloParkRecruitment@dmava.nj.gov
Fax Number: (732) 452-4268

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 e-mail provided

New Jersey 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.

"Serving Those Who Served"

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