



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: V112-22

Posting Period: Open Until Filled

Title: Human Services Assistant

Salary: (H08) \$32,515.28 - \$45,186.38

Number of Vacancies: 1

Shift: 6:00 a.m. – 2:30 p.m.
RDO's Friday & Saturday

Program: Veterans Haven North

Work Location: 200 Sanatorium Road, Suite 101
Glen Gardner, NJ 08826

Scope of Eligibility: Applicants will be accepted from all New Jersey Department of Military and Veterans Affairs employees & Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Under the direction of a supervisory officer, assists residents with adjustment to the routine of Veterans Haven environment. Interprets institutional rules and regulations to residents and their families. Assists residents with the activities of daily living with respect to their ability to perform on his/her own. Assists with self-help programs for residents to ensure that they achieve the maximum degree of self-reliance. Works with other staff members to establish goals for residents and helps to achieve the fulfillment of these goals. Familiarize residents with services and programs available at the facility and in the community. Makes rounds of rooms and ensures that all residents are accounted for. Ensures meals are properly prepared and delivered on time. Transports residents to medical services outside the facility, job interviews, work site locations and families when permitted weekend passes. Complete and maintains necessary reports. Other duties as required.

Per Executive Order 253, all State employees were required to be vaccinated by October 18, 2021 or undergo weekly testing. Please do not submit your vaccine card at this time.

Civil Service Commission Requirements

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.

License: Appointee will be required to possess a driver's license valid 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: 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.

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

Note: The State of New Jersey does not provide sponsorship for citizenships to the United States.

Veterans' Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit [https://nj.gov/military/veterans/services/civil- service/preference](https://nj.gov/military/veterans/services/civil-service/preference).

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at:

<https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

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.