




Department of Military & Veterans Affairs

x Appointment Opportunity

___ Promotional Opportunity

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

JOB POSTING #	42-25	ISSUE DATE:	7/3/2025	CLOSING DATE:	Open Until Filled
TITLE:	Human Services Technician			WORK WEEK:	40
LOCATION:	Veterans Haven North 200 Sanatorium Road, Suite 101 Glen Gardner, NJ, 08826	RANGE:	H12	SALARY:	\$41,316.75 to \$57,742.83
		CLASS OF SERVICE:	Classified, Competitive		
		UNIT SCOPE:	E110		
		WORK SCHEDULE:	6:00am - 2:30pm; RDO Sunday/Monday		
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:					
___ 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		___ 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		<u>x</u> Interested individuals who meet the stated requirements	
JOB DESCRIPTION					
DEFINITION:	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. SPECIAL NOTE: Appointment to this may be made provisionally, pending the outcome of an open competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass, and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal.				
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:	: One (1) year of experience in the nonprofessional nursing care of children and/or adults in an institution, nursing home, or hospital.				

LICENSE / CERTIFICATION:	Appointee 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.			
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
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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> <div style="display: flex; align-items: center;">  <div> <p>CareersCentral@dmava.nj.gov or by U.S Mail: ATTN:</p> <p>HRD-PMRS, P.O. Box 340</p> <p>Trenton, NJ 08625-0340</p> <p>Fax Number:(609) 530-6723</p> </div> </div> <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>				