



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

PHIL MURPHY  
*Governor*  
*Commander-in-Chief*

SHEILA OLIVER  
*Lieutenant Governor*

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JEMAL J. BEALE  
*Brigadier General*  
*The Adjutant General*

**STATE EMPLOYEE**  
**VACANCY ANNOUNCEMENT NO. V11-19**

**OPENING DATE:** March 18, 2019      **CLOSING DATE:** April 9, 2019

**(To be considered applications must be received or post-marked by the closing date)**

**POSITION:** Human Services Assistant-  
Temporary Employment Service (TES-Hourly Position)- \$14.15 per hour

**SHIFT:** Evening Shift (2:00 pm – 10:30 pm)

**DUTY STATION:** NJ Department of Military and Veterans Affairs  
Division of Veterans Services - Veterans Haven North, Glen Gardner NJ

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

**SELECTING OFFICIAL:** Recommendation by the Superintendent, Veterans Haven North through the Director, Division of Veterans Services, through the Deputy Commissioner for Veterans Affairs, to Director Human Resources Division.

**DESCRIPTION OF POSITION:** 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.

**BASIC QUALIFICATIONS REQUIRED:**

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 New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform 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.

**HOW TO APPLY:** Complete an Application for Employment, cover letter, resume and any required documents (licenses, certifications and/or transcripts) and forward electronically by the closing date to [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov). If unable to file electronically, FAX correspondence to (609) 530-7192 or mail to: NJDMAVA (ATTN: HRD Recruitment), PO Box 340, Trenton, NJ 08625-0340. Application can be obtained from our website at <http://www.nj.gov/military/personnel/forms/employment-application.pdf>

**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.**