



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

## JOB VACANCY POSTING

**POSTING #:** 052-17 **ISSUE DATE:** April 12, 2017  
**TITLE:** SENIOR EXECUTIVE SERVICE **CLOSING DATE:** April 26, 2017  
**FUNCTION:** ASSISTANT AREA DIRECTOR  
**LOCATION:** Department of Children and Families (DCF)  
Division of Child Protection and Permanency  
Hunterdon/Mercer/Somerset/Warren Area Office  
1600 Brooks Boulevard  
Hillsborough, NJ 08844  
**POSITIONS:** 1  
**DISTRIBUTION:** DEPARTMENT WIDE **SALARY:** Commensurate with education and experience.

**SCOPE OF ELIGIBILITY:** Open to employees of the Department of Children and Families as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** This position will act as the covering Local Office Manager for Hunterdon Local Office.

### RESPONSIBILITIES

The Assistant Area Director (AAD) is responsible for the roll out and implementation of the Case Practice Model (CPM) which is at the crux of the child welfare reform, Sustainability and Exit Plan (SEP) in New Jersey. The AAD is also responsible for staff development and training within the geographic area of responsibility; ensuring compliance with the annual total training hours for the caseload carrying staff.

### REQUIREMENTS

**EDUCATION:** A Bachelor's degree from an accredited college or university is expected. A Master's degree in social work or related field is preferred.

**EXPERIENCE:** At least five (5) years of social service experience which should include substantive experience in the management and leadership of social service program, two (2) years of which must be in the title of Supervising Family Service Specialist 1 or higher level title. One (1) year experience as a Local Office Manager (LOM) is required in order to be eligible to apply.

**SPECIAL NOTE: Candidate must possess strong managerial experience in addition to sound case practice and social work experience.**

**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 the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

### **IMPORTANT NOTICE**

**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.

#### Electronic Filing:

Forward a cover letter and resume electronically to:

**Jennifer.Dowd@dcf.state.nj.us**

Include the Job Posting # in the subject line of your email.

#### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Linda M Dobron, Executive Director of Human Resources**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625-0717**