



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

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

### JOB VACANCY POSTING

<b>POSTING #:</b>	080-16	<b>ISSUE DATE:</b>	May 25, 2016
<b>TITLE:</b>	<b>FAMILY SERVICE SPECIALIST 2</b>	<b>CLOSING DATE:</b>	June 8, 2016
<b>LOCATION:</b>	Department of Children and Families Division of Child Protection and Permanency Office of Adoption Operations 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	P22
<b>DISTRIBUTION:</b>	DEPARTMENT-WIDE	<b>SALARY:</b>	\$53,910.34 - \$76,393.06

**SCOPE OF ELIGIBILITY:** Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a LATERAL OPPORTUNITY.

**DEFINITION:** Under direction of a Supervising Family Services Specialist 2 or other supervisory official in the Department of Children and Families, performs field and office work to:

- screen allegations of child abuse and/or neglect; and/or
- initiate or conduct various types of investigations including child welfare assessments or abuse and/or neglect referrals in problematic high risk family situations, in-home supervision, residential placement, assessment, recruitment, and placement in resource family/foster homes, adoption related work and placement supervision; and/or
- manages various aspects of court involved cases; and/or
- refers families for services; and/or
- facilitates Family Team Meetings; and/or
- collects, records and analyzes significant facts, draws conclusions, and determines appropriate action;
- does other related duties.

**SPECIAL NOTE:** This position will be in the Adoption Exchange Unit which supports waiting youth and adoptive families. The Unit seeks adoptive homes for youth with a goal of Select Home Adoption, maintains the National Exchange profiles, responds to inquiries from families interested in adoption, reviews home studies, writes memos for factual witness testimony, participates in statewide reconciliation meetings and recruitment events, and supports the Local Office with the Select Home Adoption process. The Adoption Exchange Unit works closely with the Local Office, Child Specific Recruiters, and Field Support Specialists in a team effort to reach permanency for our waiting youth. Candidates must have experience working in NJ SPIRIT and a background in adoption is preferred.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** One (1) year of experience in professional social work, direct support counseling, guidance, or case management involving high risk child abuse and neglect or other problematic situations involving counseling services to clients with social, emotional, psychological, or behavioral problems including gathering and analyzing information, determining needs, and planning and supporting and/or carrying out treatment plans.

**NOTE:** A supervised social work field placement of three hundred (300) hours serviced through an accredited college or university or performed in a social service agency may be substituted for the indicated experience.

**NOTE:** A Master's degree in Social Work, Psychology, Guidance and Counseling, Divinity, Marriage and Family Therapy, or other related behavioral science area may be substituted for the indicated experience.

**NOTE:** Applicants who do not possess the required degree may substitute additional professional case management experience on a year for year basis with one (1) year of experience being equal to thirty (30) semester hour credits.

**LICENSE:** Appointees 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.

**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:

**Zachary Vogel, Personnel Coordinator**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625-0717**