



Chris Christie
Governor

Kim Guadagno
Lt. Governor

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

JOB VACANCY POSTING

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| POSTING #: | 016-17 | ISSUE DATE: | February 17, 2017 |
| TITLE: | SUPERVISING PROGRAM SUPPORT SPECIALIST ASSISTANCE PROGRAMS | CLOSING DATE: | March 3, 2017 |
| FUNCTION: | ASSISTANT DIRECTOR | | |
| LOCATION: | Department of Children and Families (DCF) Office of Licensing Resource Family Licensing 153 Halsey Street Newark, NJ 07101 | | |
| POSITIONS: | 1 | RANGE: | S29 |
| DISTRIBUTION: | STATE WIDE | SALARY: | \$74,251.79 - \$105,891.38 |

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under direction, in a state department or agency, or in a community or institutional setting, supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; does other related work as required.

RESPONSIBILITIES: The Department of Children and Families seeks an Assistant Director for the Office of Licensing (OOL), Resource Family Licensing which regulates licensed Resource Family Homes serving children placed in foster care/adoptive homes. These homes are regulated pursuant to State Resource Family Parent Licensing Act and licensed in accordance with the New Jersey State Administrative Code 10:122C which is designed to ensure the health, safety and well-being of children living in resource care.

This position will be charged with the operational management of this location and ensuring that the goal of 150 Day Licensing of Resource Family Homes is met, monitors and manages DCF's ability to claim IV-E reimbursement, the licensing work of new and existing resource homes and our work as it relates to OOL and the Sustainability and Exit Plan. This position is responsible for managing an office of 29 staff, including 5 supervisors. This office covers over 1,900 resource homes in Bergen, Essex, Hudson, Morris, Sussex and Warren counties.

REQUIREMENTS

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

EXPERIENCE: Four (4) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program, two (2) of which shall have been in a supervisory capacity.

SPECIAL NOTE: A manager with progressive growth of management experience preferably leadership roles in systems or programs that serve children and families. Experience in the regulation of Resource Family Homes serving children placed in foster care/adoptive homes or similar programs strongly preferred.

Candidates must demonstrate strong organizational and leadership skills, comfort working in a regulatory environment, and the ability to work across systems and in partnership with a variety of internal and external stakeholders in order to best service the children and families of the state. Excellent written and oral communication skills required.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of non-supervisory experience.

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 the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS 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