



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: V-61-24

Posting Period: Open Until Filled

Title: Human Services Assistant

Salary: (H08) \$33,653.31 - \$46,767.93

Number of Vacancies: ONE (1)

Workweek: 40

Shift: 7:00 AM – 3:30 PM (RDOs:Monday/Tuesday)

Program: Veterans Haven South

Work Location: 301 Spring Garden Road
Winslow, NJ 08095

Scope of Eligibility: Applications will be accepted from all New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Under direction of a supervisor in a health care facility, provides services for residents under indirect as well as direct professional supervision; does other related duties as required.

Per Executive Order 253, all State employees were required to be vaccinated by October 18, 2021 or undergo weekly testing. Please do not submit your vaccine card at this time.

Civil Service Commission Requirements

NOTE: The examples of work for this title are for illustrative purposes only. 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. Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: In the Department of Military and Veterans Affairs, appointees may be required to possess a valid New Jersey Nurse's Aide Certification issued by the New Jersey Department of Health and Senior Services within four (4) months of the date of initial appointment if the position is in a long term nursing care facility.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: 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:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

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.