

**JOB VACANCY POSTING**

<b>POSTING #:</b>	224-24	<b>ISSUE DATE:</b>	May 17, 2024
<b>TITLE:</b>	<b>PROGRAM SUPPORT SPECIALIST 1 ASSISTANCE PROGRAMS (CLASSIFIED COMPETITIVE)</b>	<b>CLOSING DATE:</b>	May 31, 2024
<b>LOCATION:</b>	Department of Children and Families Division of Family and Community Partnerships Office of Family Support Services 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	R27
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>SALARY:</b>	\$78,926.30 - \$112,379.84

**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.

**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week.

**DEFINITION:** Under the general supervision of a Supervising Program Support Specialist or other supervisory official 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 OR maintains, monitors and/or implements a complex client services/assistance program; acts as a liaison between the agency and other public and/or private organizations; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related work as required.

**DESCRIPTION:** The Program Support Specialist I will supervise the work of a team/unit responsible for the planning, implementation, and oversight of assigned prevention programming. The Program Support Specialist I will provide technical assistance to providers of child abuse and neglect prevention services. Will promote collaboration and act as a liaison with FCP staff, other DCF offices, public and private partners, including parents, youth, and families, community providers, and external technical assistance and/or evaluation providers, to ensure services are accessible, of high quality, culturally competent, and effectively meets youth and family needs.

**RESPONSIBILITIES:**

- Supervises a team of three to five staff that plan, implement, and oversee a variety of prevention programming, such as Family Success Centers, NJ Child Assault Prevention Programs, etc.
- Responsible for completing eCATS, ePARs, and ongoing supervision.
- Responsible for overseeing a caseload of assigned prevention programming; utilizing strong time management skills to balance individual caseload, as well as, supporting the work and development of team.
- Holds in-person site visits at program offices and other community locations where families, youth, and community members are present.
- Interacts with program staff, families, and other community members during field visits.
- Creates and monitors detailed work plans for programs to identify goals and progress throughout contract term(s).
- Develops and nurtures relationships within office, division, DCF, and between service providers in order to facilitate cross-collaborations and resource sharing.
- Facilitates, and coaches' staff to co-facilitate program implementation discussions with provider agencies; with the aim of hosting goal-oriented stakeholder meetings. Establishes provider meeting frequency (quarterly and/or monthly in person meetings).
- Attends regularly scheduled meetings with individual providers to maintain quality service provision and ensure program fidelity.
- Guides team in the planning, execution, and follow-up of regional and network-wide provider meetings.
- Develops technical assistance strategies for provider network using data analysis and research-based best practices.
- Analyzes data to identify trends within programs and supports team of supervisees in building data literacy.

- Collaborates with the Office of Applied Research and Evaluation, the Office of Monitoring, and other DCF offices such as the Office of Family Voice to establish CQI practices and provide targeted and effective TA.
- Coordinates and ensures clear communication across internal and external teams by using feedback loops and other communication strategies.
- Contribute to the development of processes and tools within the Office.
- Coaches program staff on working effectively with families and communities.
- Communicates with families to direct them to appropriate prevention services.
- Reviews and analyzes proposed, new, and current federal/state laws and regulations relating to youth and family programs, determines subsequent implications on programming, and leads teams to propose modifications to program supports, such as program training/coaching and policies and procedures.
- Prepares documents, reports, and other information for approval and signature, prepares and delivers presentations.
- Other duties as assigned.

## REQUIREMENTS

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional 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.

### OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

### OR

Possession of a master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university; and two (2) years of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**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 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 as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

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

**The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.**