



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

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Commissioner

JOB VACANCY POSTING

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| POSTING #: | 227-24 | ISSUE DATE: | May 20, 2024 |
| TITLE: | PROGRAM SUPPORT SPECIALIST 1 ASSISTANCE PROGRAMS (CLASSIFIED COMPETITIVE) | CLOSING DATE: | June 3, 2024 |
| LOCATION: | Department of Children and Families Office of Quality 50 East State Street Trenton, NJ 08625 | | |
| POSITIONS: | 1 | RANGE: | R27 |
| DISTRIBUTION: | STATE-WIDE | SALARY: | \$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.

The NJ Department of Children and Families seeks a dynamic, creative Program Support Specialist with strong analytic skills and a track record in quality monitoring, change management and facilitation for a professional unit in the Office of Quality.

The incumbent will carry out commitments to the Department's core approaches: race equity, family voice, healing centered practice, use of the protective factors framework, and collaborative safety.

- Oversee the DCP&P Annual CoQI record review process.
- Conduct quality control reviews on a random sampling of cases from DCP&P Annual record review process.
- Participate in record review quality control discussions and follow-up.
- Lead the quarterly inter-rater reliability case reviews.
- Coordinate the biennial Investigation prep and review.
- Coordinate the annual DCP&P Older Youth prep and review.
- Participate in the Child Family Service Review (CFSR) case reviews.
- Coordinate ad hoc departmental case reviews.
- Oversee monthly capacity building and staff development.

- Collaborate with and support the Director, Assistant Director, and Supervising Program Support Specialists to successfully ensure the delivery of qualitative review processes.
- 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.

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

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.