



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title PROGRAM SPECIALIST 4 SOCIAL/HUMAN SERVICES [Classified Competitive]			Salary \$29 \$81,979.98 - \$116,912.98
Posting Number 38-22	Position Number 038245	Number of Positions 1	Posting Period * From: 01/07/2022 To: 01/21/2022
Location: TRENTON PSYCHIATRIC HOSPITAL			Scope of Eligibility/Open to: Trenton Psychiatric Hospital Employees

GENERAL DESCRIPTION

Under the direction of an executive officer in a State department or agency, supervises professional and/or technical staff engaged in program activities; prepares and signs official performance evaluations for subordinate staff; performs the most difficult and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs; does other related duties as required.

SPECIAL NOTE: An employee in this class conducts in-depth analysis, supervises the review of program proposals, supervises program evaluation and monitoring activities, and/or prepares recommendations aimed at developing, implementing, or modifying social/human services programs. Incumbents review proposed draft regulatory changes for fiscal or programmatic impact and make recommendations regarding the development and revision of agency policies based on changes to State and federal laws and regulations. Incumbents handle very complex and sensitive program issues and act as a subject matter expert. Assignments at this level are broadly defined; incumbents are expected to determine the methods needed to achieve objectives. Must supervise and evaluate staff, and oversees program activities and operations.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program, one (1) year which shall have been in a supervisory capacity over professional or technical staff.

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

NOTE: A Master's degree in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare 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 essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PST.TPH@doh.nj.gov
- Mail the required documents to:
**Robin Murr, Manager 2, Human Resources
Trenton Psychiatric Hospital
Reference Posting #38-22
New Jersey Department of Health
PO Box 7500
West Trenton, NJ 08628-7500**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*