



# VACANCY ANNOUNCEMENT

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

Title <b>Supervisor of Recreation [Classified Competitive]</b>		Salary <b>\$22 \$60,711.81 - \$86,030.97</b>	
Posting Number <b>436-23</b>	Position Number <b>095583</b>	Number of Positions <b>1</b>	Posting Period * From: <b>05/26/2023</b> To: <b>06/12/2023</b>
Location: <b>Special Treatment Unit 15 Paddock Street Avenel, 07001</b>		Scope of Eligibility/Open to: <b>Ann Klein Forensic Center Employees</b>	

## GENERAL DESCRIPTION

Under direction of a Clinical Director or other supervisory official in a state institution or center organizes and supervises a program of physical education and recreation for residents; does other related duties.

Plans and implements a coordinated indoor and outdoor program of recreation and leisure time activities suitable for atypical individuals who are socially or emotionally maladjusted, developmentally disabled, or physically handicapped. Assigns and instructs Therapy Program Assistants (Recreation), Senior Therapy Program Assistants (Recreation), Therapy Aides, and other employees involved in recreation and leisure time activities and supervises the performance of their work.

As per Executive Order 325, the State of New Jersey is requiring all employees to be fully vaccinated. To comply with that requirement, employees must provide proof of vaccination status. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this Notice of Vacancy.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**EXPERIENCE:** Two (2) years of experience in an institutional, public school, or community recreation program, one (1) year of which shall have been in a supervisory capacity.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Recreation or Physical Education or a related field may be substituted for one (1) year of the non-supervisory experience.

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree with a major concentration consisting of 24 semester hour credits in one of the following areas: recreation, creative arts therapy, therapeutic recreation, art, art education, psychology, sociology or occupational therapy.

**EXPERIENCE:** One (1) year of experience in an institutional, public school, or community recreation program.

**NOTE:** Applicants who do not meet the education requirement may substitute education and additional experience and certifications in the following manner:

A high school diploma and three (3) years of additional experience in resident activities in a health care facility and satisfactory completion of an activities education program approved by the New Jersey Department of Health and Senior Services for the above educational requirement.

**NOTE:** A current certification from the National Certification Council for Activity Professionals or the National Council for Therapeutic Recreation Certification may be substituted for the education requirement under N.J.A.C. 8:39- 7.1.

**LICENSE:** Appointee 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.

## IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:  
**PST.AKFC@doh.nj.gov**
- Mail the required documents to:  
**Cheryl V. Manson, Manager 2, Human Resources**  
**Ann Klein Forensic Center**  
**Reference Posting #**  
**New Jersey Department of Health**  
**PO BOX 7717**  
**West Trenton, NJ 08625-7717**

**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.*

- *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.*
- **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*