



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	004-22	ISSUE DATE	1/5/2022	CLOSING DATE	1/26/2022
TITLE	Government Representative 2 (3 Positions) (Community Outreach Specialist)				
LOCATION	Department of Human Services Office of New Americans 222 South Warren Street Trenton, NJ 08625 *Work location may vary throughout New Jersey	RANGE	X98		
		SALARY	\$65,000.00 to \$75,000.00		
		OPEN TO	PUBLIC		
DEFINITION	Under direction of a supervisory official in the Office of New Americans, the Community Outreach Specialists will increase public awareness and education of benefit programs including Medicaid and the Cover All Kids Initiative to immigrant and non-English speaking communities. These positions will be responsible for one area of the state and will work to strengthen and create new partnerships with community organizations, providers, and other stakeholders serving the target population with the goal of connecting eligible children and families to NJ FamilyCare.				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree in public health, human services, social work or education.				
EXPERIENCE	Three (3) to five (5) years of community engagement experience leading or supporting community education and outreach efforts involving immigrant and non-English speaking communities or working with these populations in community settings including education or social services settings.				
NOTE	Preference will be given to bilingual candidates. Bilingual in any languages other than English spoken by non-English speaking New Jerseyans including but not limited to: Spanish, Korean, Chinese, Portuguese, Gujarati, Polish, French or Haitian Creole, Arabic, Russian, Italian, or Mandarin.				
	The Outreach Specialist will be trained on NJ FamilyCare program eligibility and application process as well as the goals of the Cover All Kids Initiative. Main roles and responsibilities: <ul style="list-style-type: none"> Promoting and raising public awareness and knowledge of NJ FamilyCare and CAK in one region of the state (North, Central and South) Conduct outreach including training and education with targeted community-based organizations, providers, local stakeholders, schools, and other state and local agencies of NJ FamilyCare services, program eligibility, and application process. Review and analyze program participation data, as available, to identify areas for targeted outreach 				
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
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.				
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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made. <i>All State workers are required to be fully vaccinated or submit to weekly COVID testing as of October 18th, 2021. To comply with that requirement, fully vaccinated staff must provide proof of vaccination status</i>				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer