



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	017-22				
TITLE	PROGRAM ASSISTANT DIVISION OF DEVELOPMENTAL DISABILITIES	ISSUE DATE	1/20/22	CLOSING DATE	2/3/2022
LOCATION	Green Brook Regional Center 275 Greenbrook Road Greenbrook, NJ 08812	RANGE	R25		
		SALARY	\$68,214.76 - \$96,960.49		
		OPEN TO	CURRENT STATE EMPLOYEES		
DEFINITION	<p>Under the direction of the Superintendent or a designee in a facility for the developmentally disabled, under the jurisdiction of the Department of Human Services, monitors the facets of the regulations for Intermediate Care Facilities as established by Federal Regulations, implements mandated programs and corrects noted deficiencies in existing programs, supervises staff involved in the development or individual habilitation plans; does other related duties.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's Degree.				
EXPERIENCE	Four (4) years of administrative experience in the operation of programs designed to meet the treatment needs of the Developmentally Disabled.				
NOTE	<p>Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.</p> <p>A Master's degree in Social Work, Psychology, Education, Administration or related field may be substituted for one year of experience.</p>				
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: DDD-GRC.Resume@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