



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

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

JOB POSTING #:	172-26	ISSUE DATE:	6/5/2026	CLOSING DATE:	6/19/2026						
TITLE:	Program Support Specialist Trainee (2 Full Time Positions)										
LOCATION:	New Lisbon Developmental Center 104 Route 72 New Lisbon, NJ 08064	RANGE:	P95								
		SALARY:	\$61,510.13 – \$64,340.11								
		UNIT SCOPE:	K470								
		SERV. CLASS:	Non-Competitive								
OPEN TO:	General Public										
DESCRIPTION											
DEFINITION:	<p>Under the close supervision of a Program Support Specialist 3, Quality Control, Program Support Specialist 3, Assistance Programs, or other supervisory official in a state department, institution, or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to maintain, monitor, and/or implement client services/assistance programs; does other related duties required.</p> <p>Work Location: Acute Behavioral Health Stabilization Unit (ABHSU)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Vacancy #1:</td> <td style="width: 50%;">Vacancy #2:</td> </tr> <tr> <td>Shift: 7:30am – 4:00pm</td> <td>Shift: 9:00am – 5:30pm</td> </tr> <tr> <td>Regular Days Off: Saturday/Sunday</td> <td>Regular Days Off: Saturday/Sunday</td> </tr> </table> <p>*Flexible scheduling may be required.</p>					Vacancy #1:	Vacancy #2:	Shift: 7:30am – 4:00pm	Shift: 9:00am – 5:30pm	Regular Days Off: Saturday/Sunday	Regular Days Off: Saturday/Sunday
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REQUIREMENTS											
REQUIREMENTS:	<p>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.</p> <p>Four (4) years of professional experience relevant to the position.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university.</p> <p>NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.</p>										
ADVANCEMENT NOTE:	<p>Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title of Program Support Specialist 1, Assistance Programs in accordance with the New Jersey Civil Service Commission procedures.</p> <p>The inability of an employee in this trainee title to attain a level of performance warranting advancement to the title listed above shall be considered as a cause for separation.</p>										
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 NOTICES											
FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <i>must be evaluated</i> 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.										
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.										
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <i>will be at your expense</i> . 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 its administered.										
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.										
SAME PROGRAM:	If you are applying under the NJ State as a Model Employer "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: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144,										
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.										
FILING INSTRUCTIONS											
Forward a cover letter, resume, and transcript (if applicable) electronically to:											
DDD-NLDC.Resumes@dhs.nj.gov											
You must include the Job Posting #, Title, and Last Name in the subject line of your email. Example: (123-26, Clerk Typist, Smith)											

New Jersey Department of Human Services is an Equal Opportunity Employer