



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING #:	194-25	ISSUE DATE:	7/11/2025	CLOSING DATE:	7/25/2025
TITLE:	Program Support Specialist 2, Assistant Programs *Those who previously applied to 020-25 need not to reapply				
LOCATION:	Department of Human Services Office of New American 222 South Warren Street Trenton, NJ 08625	RANGE:	P 24		
		SALARY:	\$71,214.39 - \$101,098.35		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Competitive		
OPEN TO:	Current State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under the limited supervision of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; May take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; may take the lead over lower level staff; does other related work as required.				
SPECIAL NOTE:	Responsibilities: DHS Language Access Coordinator The Office of New Americans (ONA) serves as the language access coordinating entity for the Department of Human Services (DHS), establishing a Language Access (LA) Program. The LA Program aims at ensuring compliance with the New Jersey Language Access Law in alignment with statewide guidance, as well as federal legal requirements. The program provides guidance to all DHS offices and divisions. Under the supervision of the Statewide Language Access Program Manager, the DHS Language Access Coordinator will oversee the development and implementation of the Language Access Plan for DHS. This includes ensuring the effective integration of language access policies and procedures across all department programs, activities and services. Key responsibilities include providing guidelines, best practices and support to DHS offices and divisions to ensure meaningful access to individuals who have limited English proficiency (LEP) interacting or that may interact with DHS. <i>Job duties will include but not limited to:</i> <ul style="list-style-type: none">• <u>Language Access Plan Implementation</u> – Oversee, coordinate, monitor, and evaluate all aspects of the implementation process, including development of policies, guidance, ensuring compliance with all relevant laws and statewide guidance. Ensure that needs, trends, and challenges faced by individuals with LEP are monitored and solutions are reflective of these needs. Monitor progress and compliance through data collection and analysis, to ensure all divisions and offices are on track on legal requirements, deadlines and schedules and preparing periodic progress reports assessing the department-wide implementation to DHS leadership.• <u>Technical Assistance and Guidance</u> - Support divisions and offices in the development of internal policies, standards, procedures, and resources to implement DHS Language Access Plan. Lead trainings and assistance efforts for all DHS divisions and offices, and grantees. Convene relevant staff to present, disseminate and discuss state guidance and project deliverables to ensure adherence to compliance and quality standards, and to integrate language access in all aspects of DHS operations and programming.• <u>Language Access Services</u> - Oversee the effectiveness, availability and quality of language assistance services to ensure they meet the needs of communities with LEP and comply with relevant standards and regulations. Promote awareness of language access within the department and the general public. Collaborate with multiple stakeholders on the implementation of language access plan for DHS, represent the agency in related public meetings, facilitate public engagement, and act as a liaison between the agency and stakeholder organizations. ***Bilingual in any of the following languages is preferred but not required: Spanish, Korean, Chinese, Portuguese, Gujarati, Polish, French or Haitian Creole, Arabic, Russian, Italian, or Mandarin.				
REQUIREMENTS					
REQUIREMENTS:	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. Six (6) years of professional experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.				
	OR Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.				

	<p>OR</p> <p>Possession of a master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university; and one (1) year of the above-mentioned professional experience.</p>
SPECIAL NOTE:	<p>CERTIFICATION:</p> <p>Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain the following:</p> <p>Certification as a Home Energy Professional Energy Auditor and Quality Control Inspector both issued by the Building Performance Institute, accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Assistance Program Memorandum, 036 and USDOE Weatherization Program Notice 14-4 respectively. Training is required to be successfully completed within the time frame established by the Appointing Authority, depending upon availability by the training provider.</p> <p>NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions</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.
TELEWORK:	Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
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); Telework; Alternate Work Week Program; 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	
<p>Forward a cover letter, resume, and transcript (if applicable) electronically to:</p> <p>DHS-CO.Resumes@dhs.nj.gov</p> <p>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-25, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer