



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Carole Johnson**  
Commissioner

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

<b>JOB POSTING NUMBER</b>	245-19	<b>ISSUE DATE</b>	10/04/2019	<b>CLOSING DATE</b>	10/18/2019
<b>TITLE</b>	Program Support Specialist 3, Assistance Programs (2 positions)	<b>RANGE</b>	P22		
<b>LOCATION</b>	Division of Deaf & Hard of Hearing 11A Quakerbridge Plaza Drive Trenton, NJ 08625	<b>SALARY</b>	\$56,088.32 - \$79,479.32		
		<b>OPEN TO</b>	Current State Employees		
<b>DEFINITION</b>	<p>Under the direction 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; does other related work as required.</p> <p><b>Duties include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>Assist with the planning and scheduling of communication access services for government agencies, human service organizations and other appropriate entities to ensure compliance with federal and state laws and regulations regarding sign language interpreters, CART, and other devices for deaf and hard of hearing individuals.</li> <li>Provide sign language interpretation services as needed for staff.</li> <li>Reviews interpreter credentials to ensure qualified placement of interpreters. Processes invoices from contractors. Advises the Director regarding communication access policies and community issues.</li> <li>Assists with providing consultation and consumer advocacy to individuals who are hard of hearing or lost their hearing later in life.</li> <li>Assist with emergency preparedness measures including the coordination of sign language interpreters to ensure the needs of those who are deaf or hard of hearing are met.</li> <li>Maintains directory of sign language interpreters and CART providers. Assists with effectively marketing DDHH programs and services through creative exhibits and informational materials such as newsletters, brochures, website content, and other division publications, to encourage greater awareness and use of services.</li> <li>Attend and exhibit hearing loss resources at community outreach activities/events including but not limited to health fairs and civic organizations.</li> <li>Perform other duties as assigned.</li> </ul>				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	Graduation from an accredited college with a Bachelor's degree.				
<b>EXPERIENCE</b>	One (1) year of 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.				
<b>NOTE</b>	<p>- Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>- A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for the experience requirement indicated above.</p>				
<b>NOTE FOR FOREIGN DEGREES</b>	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.				
<b>LICENSE</b>	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.				
<b>IMPORTANT NOTICE</b>					
<b>RESIDENCY</b>	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.				
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
<b>DRUG SCREENING</b>	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.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:DHSResumes@dhs.state.nj.us">DHSResumes@dhs.state.nj.us</a>					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer