



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:

JOB POSTING NUMBER	288-19	ISSUE DATE	12/6/19	CLOSING DATE	12/20/19
TITLE	Senior Policy Advisor, New American Integration	RANGE	Unclassified with Benefits		
LOCATION	Department of Human Services Central Office 222 S. Warren Street Trenton, NJ 08625	SALARY	\$90,000.00-\$110,000.00		
		OPEN TO	Public		
DEFINITION	<p>BACKGROUND: New Jersey is among the most diverse states in the nation and immigrant communities are an integral part of New Jersey's economy and social fabric. Governor Murphy's priority is to build a stronger and fairer New Jersey for all residents, including immigrants and refugees. To that end, Governor Murphy issued an Executive Order to further immigrant integration and welcoming policies at the state level, including the design and creation of a state Office of New Americans (ONA).</p> <p>The order directed the departments of Human Services and Labor and Workforce Development to work together to develop and launch an ONA and also established an interagency workgroup on New American Integration comprised of representatives from 12 State departments that will recommend best practices for departments and agencies to improve coordination and program implementation in assisting new Americans acclimating to life in New Jersey.</p> <p>JOB DESCRIPTION: The Department of Human Services (DHS) is looking for a Senior Policy Advisor on New American Integration to identify, develop, and execute strategies to advance efforts to facilitate immigrant integration in New Jersey and help launch an Office of New Americans (ONA) to empower immigrants and refugees throughout the state. This is a two-year limited-term "at-will" position. This position will focus on immigrant integration work and advancing the Administration's welcoming and integration strategies and policies. The selected candidate will report to the Deputy Commissioner of DHS and work intimately with DHS, Department of Labor and Workforce Development (LWD), and the Governor's Office in designing and executing short-term and long-term immigrant integration and inclusion projects. As a senior-level employee, the person will have the authority to collaborate with departments and agencies to carry out the Administration's immigrant integration goals. Primary responsibilities include, but are not limited to:</p> <p>In consultation with the Governor's office, DHS, and LWD, develop and help implement a strategic roadmap that includes short and long-term goals to advance New Americans integration including the creation of an Office of New Americans.</p> <ul style="list-style-type: none"> Conduct an evaluation of existing programs administered by executive departments and agencies that serve new American communities. Assist in the development of best practices or new program initiatives that effectively integrate new Americans and are responsive to their specific needs. Coordinate external meetings that include community-based organizations and national and local partners in the fields of social services, legal services, education (adult and childhood), workforce and skills development, public safety and civic engagement to help identify priority areas, gaps in service, and opportunities for advancement of immigrant integration. Cultivate partnerships with state and local agencies, community-based organizations, business groups, foundations, educators and other stakeholders to identify opportunities for partnership and collaboration to leverage resources and build capacity for immigrant integration work. Prioritize action steps and solution-focused strategies including proposals for legislative or executive action to advance and institutionalize welcoming efforts. Responsible for identifying resources, fiscal and human, necessary to implement a solution-focused strategic plan, and make recommendations for potential funding opportunities. The strategic plan must contain annual and long- and short-term attainable goals for immigrant integration throughout state government. 				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree is preferred, but not required.				
PREFERRED EXPERIENCE	<ul style="list-style-type: none"> 5 or more years of related professional experience including a senior-level role in government (preferably State). Experience in policy development, inter-agency coordination and stakeholder engagement. Excellent oral and written communication skills. Goal-oriented and metrics-driven. High level of confidentiality and professionalism. Work or volunteer experience with refugee and/or immigrant communities. 				
NOTE	<p>Additionally, the selected individual should have the following minimum qualifications:</p> <ul style="list-style-type: none"> Ability to function effectively in policy environments, exceptional leadership ability, coaching, decision-making, conflict resolution, analytical skills, problem-solving, negotiation, strong written and verbal communication skills, experience with team building, professional presentation skills, active listening, social perceptiveness, learning/assimilation agility, ability to influence and persuade to effect solutions to complex problems, self-awareness, and trust. Ability to conduct professional research; ability to assimilate and synthesize complex information into relevant, logical and organized topics for discussion; ability to identify conflicts in goals and objectives, missions, and political agendas; ability to analyze data to determine what it means and how it fits together; polished communication and interpersonal skills; ability to prepare plans, goals and objectives based on a variety of inputs. 				
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 and will be required upon request.				
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.
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: DHSResumes@dhs.state.nj.us You must include the Job Posting # in the subject line of your email.	

New Jersey Department of Human Services is an Equal Opportunity Employer