



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 #:	288-24	ISSUE DATE:	6/14/2024	CLOSING DATE:	8/14/2024
TITLE:	Occupational Therapy Assistant				
LOCATION:	Woodbine Developmental Center 1175 DeHirsch Avenue Woodbine, NJ 08270	RANGE:	H 16		
		SALARY:	\$47,529.13 – \$66,866.35		
		UNIT SCOPE:	K490		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	Under the direction of a licensed occupational therapist in the Department of Human Service or Department of Health, assists in administering varied types of occupational therapy services to clients to restore function or maintain present function, prevent further disability, and assist clients to achieve their maximum potential; does other related duties as required.				
NOTE:	*Previous applicants need not reapply.				
REQUIREMENTS					
EDUCATION:					
EXPERIENCE:					
NOTE:					
LICENSE:	<p>Applicants must possess a license as an Occupational Therapy Assistant issued by the Occupational Therapy Advisory Council, Department of Law and Public Safety. Appointees to positions in day training centers and other educational facilities identified by the New Jersey Department of Education will be required to possess the appropriate educational certification issued by the New Jersey Department of Education.</p> <p>Appointee 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.</p> <p>SPECIAL NOTE: Ability to physically lift, move, and position clients as needed.</p>				
IMPORTANT NOTICES					
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.				
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.				
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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.				
NOTE:	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* SAME Applicants: If you are applying under the NJ "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 609-292-4144, option 3.</p>				
FILING INSTRUCTIONS					
Forward a cover letter, resume and completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf electronically to: Ddd-wdbn.Resumes@dhs.nj.gov You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer