



# 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:

<b>JOB POSTING #:</b>	292-24	<b>ISSUE DATE:</b>	6/18/2024	<b>CLOSING DATE:</b>	7/8/2024
<b>TITLE:</b>	Deputy Division Director, Human Services/Children & Families				
<b>LOCATION:</b>	Division of Medical Assistance and Health Services Office of the Assistant Commissioner 7 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	M98		
		<b>SALARY:</b>	SALARY IS COMMENSURATE WITH EDUCATION AND EXPERIENCE		
		<b>UNIT SCOPE:</b>	K250		
<b>OPEN TO:</b>	Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under direction of a Commissioner, Division Director or other official in the Department of Human Services, assists the director in the administration of the programs and activities of a division providing varied social, medical, assistance, health care and other services to a specific client population; does related work as required.				
<b>NOTE:</b>	<p>Under direction of the Director of the Division of Medical Assistance and Health Services (DMAHS), the individual selected will serve as Deputy Division Director, assisting in all aspects of the administration of DMAHS and the NJ Family Care program. Key responsibilities include (but are not necessarily limited to):</p> <ul style="list-style-type: none"> <li>Assist the Director in providing leadership to the Senior Management team;</li> <li>Assume primary ownership of multiple complex policy and program initiatives, working with internal and external partners, taking accountability for timely and successful completion;</li> <li>Serve as an expert on key areas of Medicaid program operations, and make detailed, actionable recommendations on policy and program options;</li> <li>Represent the Division in public-facing forums, and serve as a principal contact for key external advocates and partners;</li> <li>Support the Division Director in developing Division capacity and systems for project management, issue tracking, and staff development;</li> <li>Serve as a critical reviewer and quality check on Division public-facing or other critical documents;</li> <li>Serve as Division Director, when Division Director is out-of-office or unavailable;</li> <li>Directly manage staff and vendors.</li> </ul>				
<b>REQUIREMENTS</b>					
<b>EDUCATION:</b>	Graduation from an accredited college with a Bachelor's degree.				
<b>EXPERIENCE:</b>	Seven (7) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially/economically disadvantaged, and so forth), four (4) years of which shall have involved management responsibilities.				
<b>NOTE:</b>	<p>The ideal candidate:</p> <ul style="list-style-type: none"> <li>Has a deep knowledge of and experience with Medicaid and CHIP policies and operations;</li> <li>Is a confident leader, who can foster buy-in from across a large and complex organization;</li> <li>Is an effective and highly organized manager, who can track projects to completion;</li> <li>Is a confident and clear public speaker;</li> <li>Is very tough, very demanding, very caring, and very humane.</li> </ul>				
<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 NOTICES</b>					
<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>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>DRUG SCREENING:</b>	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:**

\* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.  
\* Telework: This position may be eligible to participate in the Department's pilot "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.  
\* 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](mailto:CSC-Same@csc.nj.gov) , or call 609-292-4144, option 3.

**FILING INSTRUCTIONS**

Forward a cover letter and resume electronically to: [DHS-CO.Resumes@dhs.nj.gov](mailto:DHS-CO.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**