

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:

performs various supportive functions for counseling, supervisory and/or instruction staff; does other related duties. REQUIREMENTS Successful completion of 60 (sixty) semester hour credits in an accredited college or university including or supplemented to college credits in psychology, sociology, education or any combination thereof. NOTE: Successful completion of 30 (thirty) semester hours credits including or supplemented by 12 credit hours in psychology, sociology, education or any combination thereof and two (2) years experience in a program concerned with the rehabilitation of persons with physical disabilities may be substituted for the above education requirement. SPECIAL NOTE: 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. MORTANT NOTICES NOTE FOR FOREIGN 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. Effective 9/1/11, NJ P. To (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the or current employees who live out-of-state have one or "granfathered." New employees or current employees who live out-of-state have one or granfathered and who live out-of-state have one or granfathered and who live out-of-state have one or affathered and who live out-of-state have one or affathered and who live out-of-state have one or affathered. New employees or current employees who ere not granfathered and who live out-of-state have one or affathered. New employees or current employees who fail to meet the residence to have a break-in service of more than 7 calendar days, as they are affathered. New employees or current employees the open forms of the p	JOB POSTING #:	302-24	ISSUE DATE:	6/25/2024	CLOSING DATE:	7/9/2024
LOCATION: NJ Commission for the Blind and Visually Impaired Freehold (CRO) 100 Daniels Way, Freehold, NJ 07728 SALARY: \$41,882.97 - \$58,381.57 UNIT SCOPE: K150	TITLE:	Vocational Assistant (Full-Time)				
LOCATION: Impaired Freehold (CRO) 100 Daniels Way, Freehold, NJ 07728 PUBLIC DESCRIPTION Under the direction of supervisory staff in the Commission for the Blind and Visually Impaired, Department of Human S performs various supportive functions for counseling, supervisory and/or instruction staff, does other related duties. PECIAL NOTE: Successful completion of 60 (sixty) semester hour credits in an accredited college or university including or supplemented 12 college credits in psychology, sociology, education or any combination thereof. NOTE: Successful completion of 30 (thirty) semester hours credits including or supplemented by 12 credit hours in psychology, sociology, education or any combination thereof. NOTE: Successful completion of 30 (thirty) semester hours credits including or supplemented by 12 credit hours in psychology, sociology, education or any combination thereof and two (2) years experience in a program concerned with the rehabilitation of persons with physical disabilities may be substituted for the above education requirement. SPECIAL NOTE: LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather that employee mobility, is necessary to perform the essential duties of the position. IMPORTANT NOTICES NOTE FOR FOREIGN Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputab evaluation service at your expense. The evaluation must be included with your submission, Failure to submit the required 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 "grandfartered" New employees or current employees who removed from prolyment to residence to New Jersey or request an exemption. Current employees who read a candidate or a position than involves direct client care with the Department of Human Services, you may be substain an exemption will be removed from them prolyment. If you are a can	LOCATION:	Impaired Freehold (CRO)	RANGE:	H13		
DESCRIPTION Under the direction of supervisory staff in the Commission for the Blind and Visually Impaired, Department of Human S performs various supportive functions for counseling, supervisory and/or instruction staff; does other related duties. **REQUIREMENTS** Successful completion of 60 (sixty) semester hour credits in an accredited college or university including or supplemente 12 college credits in psychology, sociology, education or any combination thereof. **NOTE:** Successful completion of 30 (thirty) semester hours credits including or supplemented by 12 credit hours in psychology, sociology, education or any combination thereof and two (2) years experience in a program concerned with the rehabilitation of persons with physical disabilities may be substituted for the above education requirement. **SPECIAL NOTE:** 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. **NOTE FOR FOREION** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable vealuation service at your expense. The evaluation must be included with your submission. Failure to submit the required vealuation may result in an ineligibility determination. Effective 9/1/11, NJ P.70 (NJ Pirst AC), requires all State employees to reside in New Jersey, unless exempted under the 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 a "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one yaffer the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are in a part of the testing. **Peleworfc** PORJONATION TOTICES** PORJONATION TOTICES**			SALARY:	\$41,682.97 - \$58,381.57		
DEFINITION: DEFINITION: DEFINITION: DIFFINITION: DIFFI			UNIT SCOPE:	K150		
DEFINITION: Under the direction of supervisory staff in the Commission for the Blind and Visually Impaired, Department of Human S performs various supportive functions for counseling, supervisory and/or instruction staff; does other related duties. REQUIREMENTS Successful completion of 60 (sixty) semester hour credits in an accredited college or university including or supplemente 12 college credits in psychology, sociology, education or any combination thereof. NOTE: Successful completion of 30 (thirty) semester hours credits including or supplemented by 12 credit hours in psychology, sociology, education or any combination thereof and two (2) years experience in a program concerned with the rehabilitation of persons with physical disabilities may be substituted for the above education requirement. SPECIAL NOTE: 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. MEORTATIAN NOTICES NOTE FOR FOREIGN DEGREES: Degrees and/or transcriptis 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 requirer evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the requirer evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the requirer evaluation service at your expense or current employees who were not grandfathered and who live out-of-state had on thave 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 yet of the date of employment to expense. Candidates with a positive drug test result or those who refuse to be lested and/or cooperate with the testing requirement o	OPEN TO:	PUBLIC				
performs various supportive functions for counseling, supervisory and/or instruction staff; does other related duties. REQUIREMENTS Successful completion of 60 (sixty) semester hour credits in an accredited college or university including or supplemente 12 college credits in psychology, sociology, education or any combination thereof. NOTE: Successful completion of 30 (thirty) semester hours credits including or supplemented by 12 credit hours in psychology, sociology, education or any combination thereof and two (2) years experience in a program concerned with the rehabilitation of persons with physical disabilities may be substituted for the above education requirement. SPECIAL NOTE: 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 NOTE FOR FOREIGN Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation may result in an ineligibility determination. Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the 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 "gradifathered." New employees or current employees who were not gradifathered and who live out-of-state have one y after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirement of the hired. You will be removed from employment. If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be so to pre and/or post-employment furg testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with		D	ESCRIPTION			
REQUIREMENTS: Successful completion of 60 (sixty) semester hour credits in an accredited college or university including or supplemented 12 college credits in psychology, sociology, education or any combination thereof. NOTE: Successful completion of 30 (thirty) semester hours credits including or supplemented by 12 credit hours in psychology, sociology, education or any combination thereof and two (2) years experience in a program concerned with the rehabilitation of persons with physical disabilities may be substituted for the above education requirement. SPECIAL NOTE: 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 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 inelligibility determination. Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the or current employees who live out-of-state hand on to 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 y after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirement on to be hired. You will be advised if the position for which you're being considered requires drug testing and how to proce the testing. If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be so to pre and/or post-employment drug t	DEFINITION:	Under the direction of supervisory staff in the Commission for the Blind and Visually Impaired, Department of Human Service performs various supportive functions for counseling, supervisory and/or instruction staff; does other related duties.				
Successful completion of 60 (sixty) semester hour credits in an accredited college or university including or supplemente 12 college credits in psychology, sociology, education or any combination thereof. NOTE: Successful completion of 30 (thirty) semester hours credits including or supplemented by 12 credit hours in psychology, sociology, education or any combination thereof and two (2) years experience in a program concerned with the rehabilitation of persons with physical disabilities may be substituted for the above education requirement. SPECIAL NOTE: 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 NOTE FOR FOREIGN 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 inelligibility determination. Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the or current employees who live out-of-state have one to after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirement obtain an exemption will be removed from employment. If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be a 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 on the hired. You will be advised if the position for which you're being considered requires drug	SPECIAL NOTE:					
REQUIREMENTS: NOTE: Successful completion of 30 (thirty) semester hours credits including or supplemented by 12 credit hours in psychology, sociology, education or any combination thereof and two (2) years experience in a program concerned with the rehabilitation of persons with physical disabilities may be substituted for the above education requirement. SPECIAL NOTE: 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 NOTE FOR FOREIGN POREIGN POREIGN 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. Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the 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 y after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirement on the hired. You will be arosition that involves direct client care with the Department of Human Services, you may be so 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 refused to be tested and/or cooperate with the testing. *Applicable regular or special re-employment first(s) established as a result of a layoff will be used before promotions are made. *Tele		RE	QUIREMENTS			
psychology, sociology, education or any combination thereof and two (2) years experience in a program concerned with the rehabilitation of persons with physical disabilities may be substituted for the above education requirement. SPECIAL NOTE: 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 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 service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination. Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the 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 "grantfathered." New employees or current employees who were not grantfathered and who live out-of-state have one y after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirement obtain an exemption will be removed from employment. If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be sto 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 not be hired. You will be advised if the position for which you're being considered requires drug		Successful completion of 60 (sixty) semester hour credits in an accredited college or university including or supplemented by 12 college credits in psychology, sociology, education or any combination thereof.				
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. MPORTANT NOTICES	REQUIREMENTS:	psychology, sociology, education or any combination thereof and two (2) years experience in a program concerned with the rehabilitation of persons with physical disabilities may be substituted for the above education				
IMPORTANT NOTICES 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 service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination. Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under it 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 y after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirem obtain an exemption will be removed from employment. If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be so 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 on the hired. You will be advised if the position for which you're being considered requires drug testing and how to proce the testing. * 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 other benefits, will be made available throughout the interview process.	SPECIAL NOTE:					
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: RESIDENCY: RESIDENCY: RESIDENCY: RESIDENCY: RESIDENCY: 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. Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under it or current employees who live out-of-state have one yeafter the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirem obtain an exemption will be removed from employment. If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be so 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 of be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed the testing. * 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 other benefits, will	LICENSE:					
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. Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the 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 yeafter the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirem obtain an exemption will be removed from employment. If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be set 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 not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed the testing. * 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 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 whe be submitted along with your resume by the closing date indicated above. For more information on the SAME Program your supporting do	NOTE FOR			of the United Sta	tes must be evaluated b	v a reputable
Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the 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 y after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirem obtain an exemption will be removed from employment. If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be so 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 not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proce the testing. * 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 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 letting their Website at: https://nj.gov/csc/same/overview/index.shtml , email: CSC-Same@csc.nj.gov , or call 609-292-414-option 3.	FOREIGN	evaluation service at your expense. The evalua	ition must be included			
If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be so 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 not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proce the testing. * 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 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; which offers eligible 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; their Website at: https://nj.gov/csc/same/overview/index.shtml , email: https://nj.gov/csc/same/overview/index.shtml , email: CSC-Same@csc.nj.gov , or call 609-292-414-1000000000000000000000000000000000		Effective 9/1/11, NJ PL 70 (NJ First Act), required or current employees who live out-of-state and "grandfathered." New employees or current employees or current employees to relocate their rein NJ must retain NJ residency, unless he/she of	es all State employee do not have a break-i ployees who were not esidence to New Jerse obtains an exemption.	in service of more t grandfathered a ey or request an	e than 7 calendar days, and who live out-of-state exemption. Current em	as they are have one year ployees who resid
made. * <u>Telework.</u> This position may be eligible to participate in the Department's pilot " <u>Telework Program</u> ", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on thi other benefits, will be made available throughout the interview process. * <u>SAME Applicants</u> : 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 609-292-414-option 3.		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 w the testing.				
	NOTE:	made. * <u>Telework</u> : This position may be eligible to part employees the opportunity to work remotely for other benefits, will be made available throughout * <u>SAME Applicants</u> : If you are applying under the must be submitted along with your resume by the visit their Website at: https://nj.gov/csc/same/ovoption 3.	ticipate in the Departr up to two (2) days pe ut the interview proce ne NJ "SAME" progra he closing date indica verview/index.shtml	ment's pilot " <u>Tele</u> er week, as appross. m, your supportinated above. For n	work Program", which coved by management. It against the state of the	ffers eligible Details on this, and e A or B letter), SAME Program
FILING INSTRUCTIONS		FILING I	INSTRUCTIONS			