



# 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>	341-24	<b>ISSUE DATE:</b>	7/19/2024	<b>CLOSING DATE:</b>	8/2/2024
<b>TITLE:</b>	Program Specialist Trainee				
<b>LOCATION:</b>	Division of Family Development Office of Communications, Training and Administrative Services 6 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	P95		
		<b>SALARY:</b>	\$49,738.97 - \$51,987.70		
		<b>UNIT SCOPE:</b>	K500 – Division of Family Development		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.				
<b>SPECIAL NOTE:</b>	The Communications Unit is a fast-paced unit that supports a variety of tasks and projects, ensuring accurate and effective representation of the NJ Division of Family Development and its programs. This work requires significant planning, research, and interaction with subject matter experts to uncover specific information necessary to create accurate content. The candidate must be able to provide guidance on marketing and outreach materials, help with the creation and editing of these materials, identify the intended audience and be able to prepare material at the appropriate level of technical expertise. The candidate must be able to master OpenText content management software, InDesign and Canva for material design, Photoshop as well as numerous other software to conduct daily work.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.				
	Four (4) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program				
	<b>OR</b>				
	Possession of a Bachelor's degree from an accredited college or university.				
<b>NOTE:</b>	<p>"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.</p> <p>The candidate for this job must be creative, yet organized and detailed-oriented, must be exceptional at restructuring information so it is logical and cohesive and be an excellent proofreader. The candidate also has the ability to think critically, is excellent at fact checking, and has strong problem-solving skills. The ability to work in a fast-paced, high-profile, deadline-oriented environment with priorities that may change multiple times a day is a must.</p> <p><b>ADVANCEMENT:</b> Appointees who successfully complete the 12-month training period will be eligible for advancement to the Program Specialist 1 Social/Human Services title.</p>				
<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.
<b>NOTE:</b>	<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>* <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 this, and other benefits, will be made available throughout the interview process.</p> <p>* <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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.</p>

**FILING INSTRUCTIONS**

Forward a cover letter and resume electronically to: [dfdhrresumes@dhs.nj.gov](mailto:dfdhrresumes@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**