The New Jersey Department of Human Services invites you to apply for the following position:

<table>
<thead>
<tr>
<th>JOB POSTING NUMBER</th>
<th>ISSUE DATE</th>
<th>CLOSING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>350-22</td>
<td>9/16/22</td>
<td>9/30/22</td>
</tr>
</tbody>
</table>

**TITLE**

Aide (Full Time)

**LOCATION**

NJ Commission for the Blind and Visually Impaired (IT Unit)
153 Halsey St. 6th fl.
Newark, NJ 07101

**DEFINITION**

Under the supervision in the Commission for the Blind and Visually Impaired, Department of Human Services, provides assistance to a blind professional worker in conducting home visits; provides driver services, guides services and/or clerical assistance; does other related duties.

**REQUIREMENTS**

**EDUCATION**

Applicants must be able to operate a keyboard.

**EXPERIENCE**

Appointees must possess a driver’s license valid in New Jersey.

**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.

**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.

**LICENSE**

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.

**IMPORTANT NOTICE**

Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.

* All State workers are required to be fully vaccinated or submit to weekly Covid testing. To comply with this requirement, fully vaccinated staff must provide proof of vaccination status.

* 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.

**FILING INSTRUCTIONS**

Forward a cover letter and resume electronically to: Cbvi.Postings@dhs.nj.gov

You must include the Job Posting # and Last Name in the subject line of your email.

New Jersey Department of Human Services is an Equal Opportunity Employer.