



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 #:	435-24	ISSUE DATE:	9/18/2024	CLOSING DATE:	10/2/2024
TITLE:	Principal Community Program Specialist				
LOCATION:	Division of Developmental Disabilities Care Management & Provider Support – Care Management Unit	RANGE:	R25		
	Any Community Service Office	SALARY:	\$74,534.83 - \$105,943.75		
		UNIT SCOPE:	K420, K425, K430, K435		
		SERVICE CLASS:	Competitive		
OPEN TO:	Current Department Employees with Underlying Permanent Status in a Competitive Title				

DESCRIPTION

DEFINITION:	Under the general supervision of the Supervising Community Program Specialist or other higher-level supervisory official in the Department of Human Services, plans, supervises and coordinates the activities and staff involved in the development, implementation, and/or evaluation of social services, education and/or training programs and support services for people with developmental disabilities. Supervises staff and work activities, prepares and signs official performance evaluations for subordinate staff; does other related work as required.
SPECIAL NOTE:	SPECIAL NOTE: May be required to engage in lifting a person when working in a setting which provides direct services to people who require assistance to ambulate

REQUIREMENTS

REQUIREMENTS:	<p>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.</p> <p>Seven (7) years of professional experience in program delivery experience in providing education, habilitative, or social services in programs for people with developmental disabilities.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p>OR</p> <p>Possession of a master's degree in the field of Social Work, Public or Business Administration, Education, Psychology, Nursing, or other related areas; and two (2) years of the above-mentioned professional experience.</p>
SPECIAL NOTE:	"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.
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 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 are 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>* <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>

FILING INSTRUCTIONS

FORWARD **RESUME** AND COPY OF **TRANSCRIPT(S)** (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: DDD-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