



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

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

JOB POSTING NUMBER	443-21	ISSUE DATE	2-10-2021	CLOSING DATE	3-3-2021
TITLE	Government Representative 2	RANGE	X98		
LOCATION	Department of Human Services Central Office 222 S. Warren Street Trenton, NJ 08625 *work location may vary throughout New Jersey	SALARY	\$75,000.00-\$90,000.00		
		OPEN TO	Public		
DEFINITION	This position will function as a Programs and Initiatives Coordinator in the Office of New Americans and will be responsible for managing and coordinating the ONA's initiatives and programs including the publicly-funded legal representation program. This position will also assist in evaluating and developing strategies to improve access to programs and services for new Americans, including language access strategies to reach New Jersey's diverse communities.				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree is required.				
PREFERRED EXPERIENCE	<ul style="list-style-type: none"> • Understanding of federal immigration policies, laws, and challenges facing immigrants and refugees, including unaccompanied minors and asylum seekers as they navigate the immigration process. • Knowledge of immigration legal services needs across New Jersey, JD not required. • Experience with social services and government programs available to vulnerable new American communities. • Comfortable with research and development of program/policy proposals. • Understanding and experience working with New Jersey's immigrant and refugee communities 				
NOTE	Bilingual in any languages other than English spoken by non-English speaking New Jerseyans including but not limited to: Korean, Chinese, Portuguese, Gujarati, Polish, French or Haitian Creole, Arabic, Russian, Italian, or Mandarin.				
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 and will be required upon request.				
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 NOTICE					
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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer