



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	452-21	ISSUE DATE	2-16-2021	CLOSING DATE	3-2-2021
TITLE	Program Support Specialist 1, Assistance Programs	RANGE	R27		
LOCATION	Division of Disability Services 11A Quakerbridge Plaza Mercerville, New Jersey 08619	SALARY	\$71,858.95 - \$102,317.02		
		OPEN TO	Current State employees		
DEFINITION	Under the direction of a Supervising Program Support Specialist or other supervisory official in the Division of Disability Services, Traumatic Brain Injury Fund (TBI Fund), supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs OR maintains, monitors and/or implements a complex client services/assistance program; acts as a liaison between the agency and other public and/or private organizations; does other related work as required.				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree.				
EXPERIENCE	Three (3) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance programs.				
	<ul style="list-style-type: none"> ➤ Applicants who do not possess the required education may substitute experience as indicated on a year for year basis. ➤ A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the indicated experience. 				
NOTE	A Masters of Social Work (MSW) is strongly preferred, but not required.				
	<ul style="list-style-type: none"> ➤ This is a repost of posting number 311-20, previous applicants need not reapply and are still under consideration. <p>Specific job responsibilities:</p> <ul style="list-style-type: none"> ➤ Provide direct supervision and training to State and temporary staff within the unit, conduct performance reviews; initiates disciplinary actions as necessary; ➤ Review applications, documentation and client service plans; interpret, enforce, and revise regulations, policies, and procedures; ➤ Provide service recommendations, conduct research on emerging therapies and promising practices; ➤ Collaborate with and oversee contracted agencies that provide case management services; ➤ Implement quality assurance measures for the program unit, manage projects, create/edit brochures and other documents for dissemination to the public; ➤ Assist with planning and implementation of the quarterly TBI Fund Advisory Council meetings, monitor contracts, MOUs and business agreements; ➤ Prepare written correspondence on behalf of the Division; plan, conduct and attend meetings. ➤ Assist with planning and implementation of the monthly TBI Fund Review Committee meetings. 				
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	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