



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	465-21	ISSUE DATE	2-25-2021	CLOSING DATE	3-11-2021
TITLE	Assistant Division Director (Unclassified)	RANGE	M98		
LOCATION	Catastrophic Illness in Children Relief Fund 140 East Front Street, 3 rd floor Trenton, NJ 08625	SALARY	Commensurate with education and experience		
		OPEN TO	Public		
DEFINITION	Under direction of the Executive Director of the State Office of the Catastrophic Illness in Children Relief Fund, manage the outreach and application processing work of program analysts. Support operations of the State Office through process and policy review and analysis. Participate in continuous quality improvement activities, including periodic audits. Other duties as assigned.				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree.				
EXPERIENCE	Six (6) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically disabled, developmentally disabled, juvenile offenders, socially/economically disadvantaged), three (3) years of which shall have involved management responsibilities, including responsibility for budget/fiscal affairs.				
NOTE	<p>Preferred Education and Experience</p> <ul style="list-style-type: none"> ❖ Bachelor or Master's degree in Nursing, Health Administration, Public Administration, or Public Health ❖ Project management certification such as the Project Management Professional or Lean Six Sigma certifications ❖ Experience with health care claims processing and/or auditing 				
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