



# 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 #:	468-24	ISSUE DATE:	10/8/2024	CLOSING DATE:	4/8/2025
TITLE:	Program Support Specialist 1, Assistance Programs				
LOCATION:	Department of Human Services Office of New American 222 South Warren Street Trenton, NJ 08625	RANGE:	P 22		
		SALARY:	\$66,036.01 - \$92,158.59		
		UNIT SCOPE:	K800 – Office of the Commissioner		
OPEN TO:	Current State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under the close supervision of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; does other related work as required.				
SPECIAL NOTE:	<b>Responsibilities: (Community Outreach Specialist)</b>				
	Under the direction of the Community Engagement Manager, the Community Outreach Specialist will increase public awareness and education of benefit programs including Medicaid and the Cover All Kids Initiative to immigrant and non-English speaking communities. This role will also support community based organizations who are grantees of the Cover all Kids program for community outreach and application assistance effort. This positions will be responsible for one area of the state and will work to strengthen and create new partnerships with community organizations, providers, and other stakeholders serving the target population with the goal of connecting eligible children and families to NJ FamilyCare.				
	The selected candidate will identify and outreach to diverse stakeholders, community based organizations, advocates, and service providers for the immigrant community to share accurate information about the NJ FamilyCare Program and Cover All Kids initiative. Plan and promote outreach, trainings, and other community supports to inform immigrants and refugees about the services available to them. Design and build culturally competent outreach and public education materials and presentations tailored to community needs. Review and analyze program participation data, as available, to identify areas for targeted outreach.				
	This role might interest those with community engagement experience leading or supporting community education and outreach efforts involving immigrant and non-English speaking communities or working with these populations in community settings including education or social services settings.				
***Bilingual in any of the following languages is preferred but not required: Spanish, Korean, Chinese, Portuguese, Guajarati, Polish, French or Haitian Creole, Arabic, Russian, Italian, or Mandarin.					
REQUIREMENTS					
REQUIREMENTS:	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.				
	Five (5) years of professional 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 program.				
	OR				
	Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.				
SPECIAL NOTE:	OR				
	Possession of a master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university.				
SPECIAL NOTE:	Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain the following:				
	Certification as a Home Energy Professional Energy Auditor and Quality Control Inspector both issued by the Building Performance Institute, accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Assistance Program Memorandum, 036 and USDOE Weatherization Program Notice 14 respectively. Training is required to be successfully completed within the time frame established by the Appointing Authority, depending upon availability by the training provider.				

	<b>NOTE:</b> "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.
<b>LICENSE:</b>	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.
<b>IMPORTANT NOTICES</b>	
<b>NOTE FOR FOREIGN DEGREES:</b>	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.
<b>RESIDENCY:</b>	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.
<b>DRUG SCREENING:</b>	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're being considered requires drug testing and how to proceed with the testing.
<b>NOTE:</b>	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <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.
<b>FILING INSTRUCTIONS</b>	
<p>Forward a cover letter and resume electronically to: <a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.Resumes@dhs.nj.gov</a></p> <p>You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the <u>subject line</u> of your email. Example: (123-22, Smith)</p>	

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