



# 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:

<b>JOB POSTING #:</b>	521-24	<b>ISSUE DATE:</b>	11/15/2024	<b>CLOSING DATE:</b>	11/29/2024			
<b>TITLE:</b>	Program Support Specialist 3, Assistance Programs							
<b>LOCATION:</b>	Division of Medical Assistance and Health Services Office of Operations – Monmouth MACC Office Office Director 100 Daniels Way, 1 <sup>st</sup> Floor Freehold, NJ 07728-2668	<b>RANGE:</b>	R27					
		<b>SALARY:</b>	\$81,688.72 - \$116,313.16					
		<b>UNIT SCOPE:</b>	K250					
		<b>SERV. CLASS:</b>	Competitive					
<b>OPEN TO:</b>	CURRENT DIVISION EMPLOYEES							
DESCRIPTION								
<b>DEFINITION:</b>	Under the general supervision of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, 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; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related work as required.							
<b>SPECIAL NOTE:</b>	The desired candidate will be: <ul style="list-style-type: none"><li>• Experienced addressing policies and procedures regarding Medicaid Eligibility and Managed Care requirements.</li><li>• Committed to serving people the best way possible through government healthcare programs.</li><li>• Excellent at communication and interpersonal skills with demonstrated ability to build bridges of understanding with all levels of stakeholders.</li><li>• Emit positive energy and eagerness to embrace diverse colleagues and communities.</li><li>• Motivated to work independently and in teams towards shared goals.</li><li>• Curious and exude positive energy to learn and grow in the organization.</li></ul>							
REQUIREMENTS								
<b>REQUIREMENTS:</b>	<p><b>NOTE:</b> 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 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.</p> <p><b>OR</b></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><b>OR</b></p> <p>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; and two (2) years of the above-mentioned professional experience.</p>							
<b>SPECIAL NOTE:</b>	"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.							
<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.							
IMPORTANT NOTICES								
<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(S):</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 <u>throughout the interview process</u> .
<b>SAME PROGRAM APPLICANTS:</b>	SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a> , or call CSC at (609) 292-4144, option 3

#### FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: [DHS-CO.Resumes@dhs.nj.gov](mailto:DHS-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