



# State of New Jersey

## Department of Human Services

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

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

<b>JOB POSTING NUMBER</b>	170-23	<b>ISSUE DATE</b>	03/17/2023	<b>CLOSING DATE</b>	06/17/2023
<b>TITLE</b>	Summer Internships	<b>RANGE</b>	N/A		
<b>LOCATION</b>	Various DHS locations	<b>SALARY</b>	Paid and Unpaid Internships are available: \$15 per hour for bachelor level students; \$18 per hour for graduate level students		
<b>OPEN TO</b>	Open to college students				
<b>DEFINITION</b>	The Department of Human Services (DHS) has a unique internship environment with opportunities within its Divisions. The DHS Student Internship Program (SIP) is a hands-on work experience designed specifically for undergraduate and graduate students with an interest in public policy, social service administration and public service. Student interns will be placed in Divisions and Units that complement their academic focus area and professional path.				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	Bachelor level students and Graduate level students				
<b>EXPERIENCE</b>	n/a				
<b>NOTE</b>	<p><b>Please indicate your areas of interest on your resume and email:</b> Aging Services, Public Guardian, Deaf of Hard and Hearing, Human Services Police, Human Services, Office of Program Integrity and Accountability, Office of New Americans (ONA), Blind and Visually Impaired, Developmental Disabilities, Information Systems (IT), Nursing, Public Affairs, Budget Accounting and Finance, Family Developmental, Legal and Regulatory Affairs, Mental Health, Social Services, and Medical Assistance and Health Services (Medicaid).</p>				
<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>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 NOTICE</b>					
<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>NOTE(S)</b>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.  * <b>Telework:</b> This position may be eligible to participate in the Department's pilot "Telework Program", 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>Covid Screening:</b> Certain DHS positions may require COVID-19 vaccination or may be subject to testing/screening.  * <b>SAME Applicants:</b> 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:SAME@csc.nj.gov">SAME@csc.nj.gov</a>, or call CSC at (833) 691-0404.</p>				
<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>FILING INSTRUCTIONS</b>					
<p>Forward a cover letter and resume electronically to: <a href="mailto:Intern.Coordinator@dhs.nj.gov">Intern.Coordinator@dhs.nj.gov</a>  <b>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</b>  (Please include the area of interest in your email and on your resume)</p>					

New Jersey Department of Human Services is an Equal Opportunity Employer