



**Department of Human Services**

**OFFICE OF THE ASSISTANT COMMISSIONER FOR**

**HUMAN RESOURCES**

**PO Box 700**

**Trenton, NJ 08625-0700**

**CHRIS CHRISTIE Elizabeth connolly**

**Governor Acting Commissioner**

**KIM GUADAGNO Christina Mongon Lt. Governor Assistant Commissioner**

**Human Resources**

**OPEN TO: Permanent State employees *working in NJ Department of Human Services* as a promotional or lateral opportunity, *pending the recession of applicable promotional and hiring restrictions.***

**DEPARTMENT-WIDE DISTRIBUTION**

**JOB OPPORTUNITY #085-15**

**DATE: April 23, 2015**

**TITLE**: Program Specialist 4 Social/Human Services

**SALARY**: $74,251.79 - $105,891.38

**LOCATION**: Division of Mental Health and Addiction Services

Treatment and Recovery Support - Intoxicated Driving Program

9 Quakerbridge Plaza

P.O. Box 365

Trenton, NJ 08625

**POSITION INFORMATION**

**DEFINITION**: Under the direction of an executive officer in a State department or agency, supervises professional and/or technical staff engaged in program activities; performs the most difficult and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services

programs; does other related duties as required.

**EDUCATION**: Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE**: Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program, one (1) year which shall have been in a supervisory capacity.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master’s degree in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare may be substituted for one (1) year of non-supervisory experience.

**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 essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LISTS ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**RESUME SUBMITTAL**

Interested candidates possessing the requirements listed, should forward resumes with the job opportunity # as indicated below:

**SUBMIT TO**: Division of Mental Health and Addiction Services

Office of Human Resources

P.O. Box 700

Trenton, NJ 08625

Attn: Teresa Lockette, Manager

**EMAIL**: [mhsresume@dhs.state.nj.us](mailto:mhsresume@dhs.state.nj.us). Please indicate job opportunity number in the subject line.

**RESPOND BY**: May 6, 2015.

**DHS-CO REVIEW**: AM 4/23/2015

***IMPORTANT NOTICES***

***(1) 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.***

***(2) DRUG SCREENING*** *- I****f 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.***