



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

☆
JEMAL J. BEALE
Brigadier General
The Adjutant General

STATE EMPLOYEE VACANCY ANNOUNCEMENT NO. V63-19

OPENING DATE: November 18, 2019

CLOSING DATE: December 2, 2019

TITLE: Human Services Assistant

SALARY: (H12) \$36,648.02 - \$41,161.55

EXISTING VACANCIES: Two (2)

SCHEDULE: 2nd Shift (2:00pm – 10:30pm)

SHIFT: RDO (Sunday & Monday)

SHIFT: RDO (Tuesday & Wednesday)

DUTY STATION: N.J. Department of Military and Veterans Affairs
Division of Veterans Services, Veterans Haven North
200 Sanatorium Road, Suite 101, Glen Gardner, NJ 08826

AREA OF CONSIDERATION: Application will be accepted from all interested applicants who meet the requirements listed below. Selection will be made from among the best qualified.

SELECTING OFFICIAL: Recommendation by the Superintendent, Veterans Haven North through the Director, Division of Veterans Services, through the Deputy Commissioner for Veterans Affairs, to Director Human Resources Division.

DESCRIPTION OF POSITION: Under direction of a supervisor in a health care facility, provides services for residents under indirect as well as direct professional supervision; does other related duties as required.

QUALIFICATIONS:

LICENSE: Appointee 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.

RESIDENCY LAW: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS
BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.