



New Jersey Department of Military and Veterans Affairs

Menlo Park Vacancy Announcement #81-2021

OPENING DATE: August 18, 2021

CLOSING DATE: December 31, 2021

TITLE: Human Services Assistant (Non-Competitive)
Functional Title: Certified Nursing Assistant (CNA)

LOCATION: Menlo Park Veterans Memorial Home- 132 Evergreen Road, Edison, NJ 08818

BASE SALARY: H08 (\$31,252.68-\$43,431.66) New Hires: \$35,312.34

WORK WEEK: 40 hours/ week (Fulltime position)

DISTRIBUTION: GENERAL PUBLIC

SHIFT AVAILABILITY: Day Shift- 6:45 am – 3:15 pm
Evening Shift- 2:45 pm – 11:15 pm
Night Shift- 11pm – 7 am

SCHEDULE: Rotating schedule with every other weekend off.

SCOPE OF ELIGIBILITY: Applicants will be accepted from all who meet the requirements listed below. Selection will be made from among the best qualified. Permanency in position will be received after passing a working test period.

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

REQUIREMENTS

LICENSE:

Required to possess a valid **NEW JERSEY NURSE'S AIDE CERTIFICATION** issued by the New Jersey Department of Health and Senior Services within for (4) months of the date of initial appointment.

Appointees will be required to possess a driver's license valid in NJ 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 CLOSING DATE TO:

Mail: ATTN: Menlo Park HR Recruitment- 132 Evergreen Road, PO Box 3013, Edison NJ 08818-3013

E-Mail: MenloParkRecruitment@dmava.nj.gov

Fax Number: (732) 452-4268

Forms may be obtained from our web site at:

<https://www.nj.gov/military/personnel/forms/employment-application.pdf>

the Human Resources Division or you may request an application from the email provided.

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.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a loop and a vertical stroke.