



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:

JOB POSTING #:	017-24	ISSUE DATE:	1/4/2024	CLOSING DATE:	7/4/2024
TITLE:	Program Specialist 2				
LOCATION:	Department of Human Services Office of New Americans 222 South Warren Street Trenton, NJ 08625	RANGE:	P21		
		SALARY:	\$60,062.18 - \$85,033.04		
		UNIT SCOPE:	K800 – Office of the Commissioner		
OPEN TO:	Current State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under the limited supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, or in a local jurisdiction, takes the lead over professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.				
NOTE:	Under the direction of the Office of New Americans (ONA) Community Engagement Coordinator, the ONA Outreach Specialist (Program Specialist 2) position will increase public awareness and education of programs and services available to immigrant and non-English speaking communities. The ONA Outreach Specialist will be responsible for strengthening and creating new partnerships with diverse stakeholders, community based organizations, advocates, and service providers, and other stakeholders serving immigrant and refugee populations. This position will also support outreach efforts to refugee populations to ensure they are aware of the Refugee Resettlement Program and services available to them. Strong preference will be given to candidates who can demonstrate experience working with vulnerable populations and/or diverse communities including immigrants, refugees and non-English speakers. ***Bilingual in any of the following languages is preferred but not required: Spanish, Korean, Chinese, Portuguese, Gujarati, Polish, French or Haitian Creole, Arabic, Russian, Italian, or Mandarin.				
REQUIREMENTS					
EDUCATION:	Graduation from an accredited college with a Bachelor's degree.				
EXPERIENCE:	Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.				
NOTE:	Applicants who do not possess the required education may substitute additional experience on a year-for-year basis. A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of 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 the essential duties of the position.				
IMPORTANT NOTICES					
NOTE FOR FOREIGN DEGREES:	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.				
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.				
DRUG SCREENING:	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.				
NOTE:	* 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 throughout the interview process. * <u>SAME Applicants</u> : 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: https://nj.gov/csc/same/overview/index.shtml , email: CSC-Same@csc.nj.gov, or call 609-292-4144, option 3.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: 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

