



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 #:	190-24	ISSUE DATE:	4/22/2024	CLOSING DATE:	5/6/2024
TITLE:	Guardianship Services Specialist 2				
LOCATION:	Department of Human Services Bureau of Guardianship Services Southern Region 199 E. Broadway Salem, NJ 08079	RANGE:	P 22		
		SALARY:	\$62,836.72 - \$89,042.11		
		UNIT SCOPE:	K845 – Bureau of Guardianship Services		
OPEN TO:	NJ State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under direction of a supervisory official in a state department or agency, is responsible for providing guardianship services to assigned clients residing in various community living arrangements, developmental centers, and private residential facilities; does other related duties as required.				
SPECIAL NOTE:	The guardianship services specialist 2 position is primarily a field position, visiting individuals in various settings, with required office days. The office is currently based in Salem but the Southern Regional Office's coverage area is lower Burlington County and all counties south.				
REQUIREMENTS					
REQUIREMENTS:	Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.				
	Six (6) years of professional experience working in the social service field with the developmentally disabled or as a special education teacher or with elderly individuals.				
	OR				
REQUIREMENTS:	Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.				
	OR				
	Possession of a master's degree in the field of Social Work, Special Education, Guidance and Counseling, Nursing, Psychology, Gerontology, or other related field; and one (1) year of the above-mentioned professional experience.				
SPECIAL NOTE:					
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. * Telework: 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. * SAME Applicants: 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