



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 #:	193-24	ISSUE DATE:	4-22-2024	CLOSING DATE:	5-6-2024
TITLE:	Habilitation Plan Coordinator or Senior Community Program Specialist				
LOCATION:	Division of Developmental Disabilities NJCAT/LOC Statewide Unit	RANGE:	P22		
	Paterson Office	SALARY:	\$62,836.72 - \$89,042.11		
		UNIT SCOPE:	K430		
OPEN TO:	Current, Permanent New Jersey State Employees with Underlying Permanent Status in a Competitive Title				
DESCRIPTION					
DEFINITION:	Habilitation Plan Coordinator				
	Under a supervisory official in the Department of Human Services or the Department of Children and Families is responsible for or assists in the development and implementation of Individual Habilitation Plans for a designated number of individuals; does other related duties.				
DEFINITION:	Senior Community Program Specialist				
	Under limited supervision of the Principal Community Program Specialist or other supervisory official in the Department of Human Services, is responsible for the development, implementation, and/or evaluation of social services, education and/or training programs and support services for people with developmental disabilities; may take the lead over lower level staff; does other related work as required.				
SPECIAL NOTE:	Habilitation Plan Coordinator				
	SPECIAL NOTE: Ability to physically lift, move, and position individuals as needed.				
SPECIAL NOTE:	Senior Community Program Specialist				
	SPECIAL NOTE: May be required to engage in lifting a person when working in a setting which provides direct services to people who require assistance to ambulate				
REQUIREMENTS					
REQUIREMENTS:	Habilitation Plan Coordinator				
	Applicants must meet the requirements for Developmental Disability Professionals and Providers as outlined in the Rules and Regulations section of the Federal Register, Volume 53, No. 107 (June 1988): 20497-8, which sets the standards for developmental disability facilities and staff, namely, the following:				
	Graduation from an accredited college or university with a Bachelor's degree in a human services field, including but not limited to the following: human behavior (e.g., psychology, sociology, speech communication, gerontology), social work, criminal justice (with a social work/psychology, focus not administrative, etc.), human skill development (e.g., special education, education, counseling, human development, recreation, or a specialty area such as art, dance, music or physical education), humans and their cultural behavior (e.g., anthropology), or any other study of services related to basic human care needs, (e.g., human services, nursing, rehabilitation counseling, art therapy, recreational therapy, occupational therapy, physical therapy, dietetics, speech language pathology or audiology,) or the human condition (e.g., literature, the arts).				
	NOTE: Although a variety of degrees may satisfy the requirements, majors related to such areas as engineering, science, mathematics and business are not accepted.				
REQUIREMENTS:	NOTE: Licensure as a Professional Nurse in the State of New Jersey or a degree as a Doctor of Medicine or Doctor of Osteopathy from an accredited school of medicine may be substituted for the Bachelor's degree.				
	Senior Community Program Specialist				
	NOTE: 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.				
REQUIREMENTS:	Six (6) years of professional experience in program delivery experience in providing education, habilitative, or social services in programs for people with developmental disabilities.				
	OR				
REQUIREMENTS:	Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.				

	<p>OR</p> <p>Possession of a master's degree in the field of Social Work, Public or Business Administration, Education, Psychology, Nursing, or other related areas; and one (1) year of the above-mentioned professional experience.</p> <p>NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.</p>
SPECIAL NOTE:	<p style="text-align: center;">Habilitation Plan Coordinator</p> <p>One (1) year of experience in the care, treatment, and rehabilitation of individuals with developmental disabilities in residential or community settings or in case management, analysis, development and implementation of programs for clients with developmental disabilities.</p>
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:	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* 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.</p> <p>* 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.</p>
FILING INSTRUCTIONS	
<p>FORWARD RESUME AND COPY OF TRANSCRIPT(S) (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: DDD-CO.Resumes@dhs.nj.gov</p> <p>You must include the Job <i>Posting #</i>, and <i>Last Name</i> in the subject line of your email. Example: (123-22, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer