



# 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:

<b>JOB POSTING #:</b>	195-24	<b>ISSUE DATE:</b>	4-23-2024	<b>CLOSING DATE:</b>	5-7-2024
<b>TITLE:</b>	Senior Community Program Specialist				
<b>LOCATION:</b>	Division of Developmental Disabilities Transition to Adult Services & Employment Unit	<b>RANGE:</b>	P22		
	Trenton Office-Capital Place One 222 South Warren Street Trenton, NJ 08625	<b>SALARY:</b>	\$62,836.72 - \$89,042.11		
		<b>UNIT SCOPE:</b>	K420		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	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.				
<b>SPECIAL NOTE:</b>	<b>SPECIAL NOTE:</b> 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				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<b>NOTE:</b> 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 in program delivery experience in providing education, habilitative, or social services in programs for people with developmental disabilities.				
	<b>OR</b>				
<b>REQUIREMENTS:</b>	Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.				
	<b>OR</b>				
<b>REQUIREMENTS:</b>	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.				
	<b>SPECIAL NOTE:</b> "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.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	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.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	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.				
<b>NOTE:</b>	<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>* <b>Telework:</b> 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>* <b>SAME Applicants:</b> 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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a> , or call 609-292-4144, option 3.</p>				

**FILING INSTRUCTIONS**

FORWARD **RESUME** AND COPY OF **TRANSCRIPT(S)** (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE,  
ELECTRONICALLY TO: [DDD-CO.Resumes@dhs.nj.gov](mailto:DDD-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