



Philip Murphy
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Commissioner

JOB VACANCY POSTING			
POSTING #:	196-21	ISSUE DATE:	August 25, 2021
TITLE:	PROGRAM SUPPORT SPECIALIST 2 ASSISTANCE PROGRAMS	CLOSING DATE:	September 8, 2021
LOCATION:	Department of Children and Families Office of Family and Community Partnerships Office of Housing 50 East State Street Trenton, NJ 08625		
POSITIONS:	2	RANGE:	P 24
DISTRIBUTION:	STATE WIDE	SALARY:	\$63,897.91 - \$90,711.70
SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.			
<p>DEFINITION: Under the direction of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; May take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; does other related work as required.</p> <p>The Program Support Specialist 2 will work within the Office of Housing (OH) which is responsible for collaborating with Division offices and various stakeholders to promote a comprehensive hub for housing and related services that furthers the Department's goals of supporting a portfolio of high-quality housing services, streamlining systems integration and augmenting DCF's response to the housing needs of constituents Statewide. The Office manages and provides oversight of housing programs and related services; including Keeping Families Together (KFT), Connect to Home (CTH) and additional housing programming that meets the needs of individuals, families and youth aging out of care.</p> <p>DESCRIPTION: The Program Support Specialist 2 will oversee the planning, implementation, and monitoring of assigned programming. The staff person will work closely in collaboration with all DCF Division Offices, public and private stakeholders (including parents, youth, families, community providers, technical assistance and/or evaluation teams) to ensure services are accessible, of high quality, culturally competent, and effectively meets youth and family needs.</p> <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none">• Provide oversight of assigned county/local housing programs and related services.• Ensure understanding of, and adherence to, program training/coaching, policies and procedures, in addition to other program supports to ensure fidelity• Provides technical assistance/consultation and facilitates the sharing of best practices among implementing agencies for systems-building and program development• Collaborates with consultants and research partners to support programmatic data collection, reporting, continuous quality improvement processes and evaluation• Continually review information regarding the performance of provider networks and subsequent impact on constituents, the larger community and state partners• Participate in programmatic teams with public and private stakeholders, including parents, youth, and families• Ensure clear communication across teams by using feedback loops and other communication strategies.• Prepare documents, make presentations, and guide goal-oriented stakeholder meetings.• Manage meeting processes including scheduling, agenda, minutes and monitoring next steps, as needed. <p>REQUIREMENTS</p> <p>EDUCATION: Graduation from an accredited college with a Bachelor's degree.</p> <p>EXPERIENCE: Two (2) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>NOTE: A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the required experience.</p> <p>RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.</p> <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.</p> <p>NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.</p>			
<p>IMPORTANT NOTICE</p> <p>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.</p>			
<p>Electronic Filing:</p> <p>Forward a cover letter and resume in PDF format, saving all PDFs by your Last Name, First Name to: Job.Posting@dcf.nj.gov</p> <p>Include the Job Posting # in the subject line of your email.</p>			

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.