



Philip Murphy
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Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #:	200-21	ISSUE DATE:	August 26, 2021
TITLE:	ASSISTANT DIRECTOR (UNCLASSIFIED)	CLOSING DATE:	September 9, 2021
LOCATION:	Department of Children and Families (DCF) Office of Monitoring 50 East State Street Trenton, NJ 08625		
POSITIONS:	1		
DISTRIBUTION:	STATE-WIDE	SALARY:	Commensurate with education and experience

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

DEFINITION: The NJ Department of Children and Families seeks a dynamic, creative manager with a track record in program monitoring and CQI to serve as the Assistant Director of the Office of Monitoring. This position is a senior management role for DCF, one of the nation's premier child and family serving agencies responsible for the State's child welfare and child protection systems, NJ's innovative system to provide treatment and allied services to support children with significant behavioral health challenges and/or intellectual or developmental disabilities (NJ Children's System of Care), and NJ's statewide network of domestic violence and sexual assault programming. The Assistant Director will utilize content-based knowledge, strong management skills and creativity to support the development and oversight of the Department's newly formed Office of Monitoring. The Assistant Director will be responsible for working in partnership within the Department and with constituents with lived experience, providers, and other external stakeholders to ensure that the Department has a robust, high quality and participatory monitoring practice that reliably delivers information regarding the accessibility, quality, efficacy, and cultural competence of all DCF's purchased social and clinical services. In doing so, the Assistant Director will carry out commitments to the Department's core approaches: race equity, family voice, healing centered practice, use of the protective factors framework, and collaborative safety.

RESONSIBILITIES:

The Assistant Director will:

- Supports the creation of practices, procedures, policies, organizational structure, and performance standards for the new Office of Monitoring.
- Participates, with Departmental leaders across Divisions and Offices, in the creation and management of Departmental Continuous Quality Improvement plans and cycles.
- Works with internal and external partners to develop and implement a strategy for the creation and use of monitoring tools and procedures for each of the Department's purchased services.
- Provides leadership and direction to operating units regarding the organization, functions, staffing patterns, and work procedures.
- Supervises subordinate staff; has charge of work concerned with data processing, administrative practices, and other operational areas of the agency. Plans, organizes, and assigns work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.
- Represents the Office and Department at meetings within DCF, with community groups, grantees and other public activities.
- Provides professional presentations before lay/professional groups, and plans, conducts, and/or participates in workshops, conferences and training programs.

EDUCATION: Graduation from an accredited college or university with a bachelor's degree. A Master's degree in Social Work or related field is preferred.

EXPERIENCE: At least four (4) years of social service experience which should include substantive experience in the management and leadership of social service programs, including personnel and supervision, policy, budget and fiscal accountability and oversight. Minimum of two (2) years' experience working on program evaluation. Prior work experience in a community based social service, child welfare, or clinical program preferred.

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.

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 NOTICE

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.

Electronic Filing:

Forward a cover letter and resume in PDF format, saving all PDFs by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email.

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.