



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER		628-21		ISSUE DATE	8/5/2021	CLOSING DATE	8/26/2021												
TITLE		Program Manager 1 (Unclassified)		RANGE	X-98														
LOCATION		Division of Disability Services 11A Quakerbridge Plaza Mercerville, NJ 08619		SALARY	Commensurate with experience														
OPEN To		Public																	
DEFINITION	<p>This position will serve as a key member of the Division's executive management team, serving in a leadership role. The successful candidate will be a seasoned public health professional who will work to expand and oversee the Disability Health & Wellness Unit, developing programs that maximize health, prevent chronic disease, improve social and environmental living conditions and promote full community participation, choice, health equity and quality of life among individuals with disabilities of all ages. The position will include seeking new funding opportunities, developing educational content, managing grants, building collaborative relationships with key state, local and non-profit health organizations, supervising staff including training and development, writing reports, requests for proposals, grant proposals and other documents as needed, and conducting research/analyzing data to inform program policy, planning and implementation. This position will also oversee the Traumatic Brain Injury Fund, including budget management, staff supervision, and other high level tasks.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>																		
REQUIREMENTS																			
EDUCATION	Graduation from an accredited college or university and a post graduate degree in Public Health.																		
EXPERIENCE	Five (5) years of experience in a public health setting, such as a government or other health or social service agency, responsible for developing policy, managing budgets and evaluating programs, writing grant applications, and overseeing staff, two (2) years of which shall have been in a supervisory capacity.																		
NOTE																			
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.																		
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.																		
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.																		
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.																		
FILING INSTRUCTIONS																			
Forward a cover letter and resume electronically to: DHS-HRAdmin.Resumes@dhs.nj.gov																			
You must include the Job Posting # in the subject line of your email.																			

New Jersey Department of Human Services is an Equal Opportunity Employer