



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

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

JOB POSTING NUMBER	392-20	ISSUE DATE	10-7-2020	CLOSING DATE	10-21-2020
TITLE	Disabilities Services Specialist 1 (Unclassified) (2 positions)	RANGE	X98		
LOCATION	New Jersey Council on Developmental Disabilities 20 W. State Street, Trenton, NJ 08608	SALARY	Commensurate with Education and Experience		
		OPEN TO	Public		
DEFINITION	Under supervision of the Director, NJ Council of Developmental Disabilities, acts as technical resource for the full implementation of the services and functions of the Council on Developmental Disabilities; participates in subsequent program administration; does other related duties as required.				
REQUIREMENTS					
EDUCATION	Graduation from an accredited college or university with a Bachelor's degree.				
EXPERIENCE	Three (3) to Five (5) years of experience in project management, advocacy leadership roles, education and information sharing within non-profit or public organization serving people with intellectual and/or developmental disabilities. Experience with federal, state, local government policies and practices supporting people with intellectual and/or developmental disabilities. Ability to effectively communicate with individuals with disabilities and their families. Knowledge of the New Jersey disability service delivery system.				
NOTE	<p>Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>Specific Job Responsibilities</p> <ul style="list-style-type: none"> ➤ Coordinate the Council 5-Year Plan goals and objectives as assigned ➤ Represent the Council at internal and external meetings ➤ Represent the needs of individuals with disabilities and their families ➤ Assess the needs, interests and concerns of the disability community in areas such as health, wellness and quality services, transportation, advocacy, etc. ➤ Cultivate strong relationships with individuals with disabilities, their families, non-profit groups, government agencies & officials, community stakeholders to achieve outreach goals ➤ Collaborate with Council staff and leadership to plan and implement Council 5-Year Plan goals and objectives ➤ Advise Council members and staff on emerging issues and advocacy strategies ➤ Implement strategies to address the needs of people with disabilities and their families ➤ Provide leadership to committees and sub committees of the Council and various advocacy groups <p>Preference will be given to candidates who meet the following criteria</p> <ul style="list-style-type: none"> ➤ Excellent written and oral communication skills ➤ Ability to work effectively within a team and on an independent basis ➤ Valid driver's license, care and ability to travel locally and out of state when necessary ➤ Flexible hours including evenings and weekends as required by meeting schedules 				
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-co.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