



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:

JOB POSTING #:	466-24	ISSUE DATE:	10/8/2024	CLOSING DATE:	4/8/2025
TITLE:	Government Representative 2				
LOCATION:	Department of Human Services Office of New Americans 222 South Warren Street Trenton, NJ 08625	RANGE:	X 98		
		SALARY:	Up to \$110,000.00		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Unclassified		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	<p>Functional Title: Language Access Coordinator</p> <p>The Office of New Americans will serve as the coordinating entity for the Department of Human Services, establishing a Language Access Program in the office, providing program guidance to all DHS offices and divisions. Under the supervision of the Language Access Manager, the Language Access Coordinator will oversee the implementation of the Language Access Plan for DHS, providing guidance and support to all DHS agencies in the best practices on serving populations who have limited English proficiency and how to best implement Language Access policies in every program and service provided by the department.</p> <p><i>Job duties will include but not limited to:</i></p> <ul style="list-style-type: none"> Designated to oversee and coordinate department-wide language access implementation activities. In partnership with the department's Executive Management Team. Support and monitor department-wide implementation of the Language Access Plan. Work with Human Resources, Department leadership, and the Civil Service Commission to provide guidance and support to divisions on how to best engage staff in language access service provision Review and affirm or revise the Department's Language Access Plan every three years Distribute revised policy and protocol to all department agencies Monitor division/program compliance through periodic planning and reporting. Provide technical assistance to all divisions, offices, and grantees, including providing training, developing shared resources and tools, including guidance on complaints and corrective action process. Develop and provide an annual report assessing the department-wide implementation to DHS leadership. 				
	<p>This role might of interest to those with any of the following experience:</p> <ul style="list-style-type: none"> Implementing, monitoring, evaluating language access or other accessibility programs within a government setting, experience in human or social services, international studies, disability studies, communications, interpretation or translation, or a related field. Familiarity with the development and implementation of language access plans or similar accessibility plans or policies including standards, guidelines, and best practices. Strong commitment to improving access for disability, LOTE, and culturally and linguistically diverse communities Prior experience in government or community organizations, preferably working across multiple departments and programs Strong data and program management skills Experience with the provision of accessibility services for clients/consumers. Understanding of program planning, implementation, and coordination between government agencies and programs Strong skills in coordination, and supporting multifaceted efforts Familiarity with program and service quality management/quality assurance Experience working with diverse communities including non-English speakers 				
REQUIREMENTS					
REQUIREMENTS:	Possession of a bachelor's degree from an accredited college or university.				
SPECIAL NOTE:	Strong preference will be given to Bilingual candidates in any of the following languages is preferred but not required: Spanish, Korean, Chinese, Portuguese, Gujarati, Polish, French or Haitian Creole, Arabic, Russian, Italian, or Mandarin.				
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 NOTICES					
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.				
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.				

DRUG SCREENING:	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.
NOTE(S):	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <i>Telework</i> : This position may be eligible to participate in the Department's pilot " <u>Telework Program</u> ", 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.
SAME PROGRAM APPLICANTS:	SAME APPLICANTS: 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: https://nj.gov/csc/same/overview/index.shtml , email: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: DHS-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