



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Tahesha L. Way, Esq.**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	163-24	<b>ISSUE DATE:</b>	April 9, 2024
<b>TITLE:</b>	<b>ASSISTANT FAMILY SERVICE WORKER 1 (TRANSPORTATION AIDE) (CLASSIFIED NON-COMPETITIVE)</b>	<b>CLOSING DATE:</b>	April 23, 2024
<b>LOCATION:</b>	Department of Children and Families (DCF) Division of Child Protection and Permanency Union West Local Office Park Madison Building 200 West 2nd Street, 4th Floor Plainfield, NJ 07060		
<b>POSITIONS:</b>	2	<b>SALARY RANGE:</b>	H 09 (\$35,110.49 - \$48,854.93)
<b>DISTRIBUTION:</b>	STATEWIDE	<b>STARTING SALARY:</b>	\$35,110.49 - \$39,691.97 (Based on experience)

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

The Department of Children and Families (DCF), Division of Child Protection and Permanency, is seeking qualified individuals to fill Assistant Family Service Worker 1 positions (AFSW1) in the Union West Local Office

### JOB DESCRIPTION

**Transporting clients to various appointments and visits is a main function of this position.**

### RESPONSIBILITIES

Other responsibilities may include:

- Assisting clients with home and money management
- Setting up medical or dental appointments
- Family planning services and parenting techniques
- Receiving complaints involving desertion and abusive parents
- Supplementary supportive visits with clients under the supervision of a case worker
- Conduct field audits to evaluate and assess situations
- Perform other related duties

### REQUIREMENTS

**EXPERIENCE:** One (1) year of experience in social services providing services to clients which may include providing basic information, services like transportation and overseeing visitation, and gathering information regarding history to ascertain client needs.

**NOTE:** Thirty (30) semester hour credits from an accredited college, which must include twelve (12) semester hour credits in the behavioral sciences, may be substituted for the experience listed above.

**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.

**RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Failure to do so may result in your ineligibility.**

**PUBLIC SERVICE LOAN FORGIVENESS:** As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

**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](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

### **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 as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[dcf.resume@dcf.nj.gov](mailto:dcf.resume@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.**