



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

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Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #: 099-24 **ISSUE DATE:** February 21, 2024

TITLE **DIRECTOR, RESOURCE FAMILY LICENSING (UNCLASSIFIED)** **CLOSING DATE:** March 6, 2024

LOCATION: Department of Children and Families (DCF)
Office of Licensing
Resource Family Licensing
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.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: Under the direction of the Deputy Director of Adoption, Resource Families, and Licensing is responsible for managing, organizing, preparing and administering Department regulations, policies, procedures and staff operations for the inspection, evaluation, licensing of and enforcement against resource family homes. Does related work as needed.

This position oversees the licensing of resources family homes. The Office of Licensing operates from two locations. This position is assigned to the Trenton Office; however, the position requires oversight and travel to the OOL North Office. The position also involves other travel throughout the state.

Responsibilities for this position include but are not limited to:

- Supervises the development and revisions of regulations governing Department licensed identities.
- Provides management in the inspection of resource family homes and ensures compliance with state and federal statutes, regulations and Department policy.
- Assists in the evaluation and support of statewide resource family initiatives, recruitment and retention efforts.
- Works in partnership with licensing constituents, consumers and advocates.
- Renders decisions of a substantive, critical nature on a case-by-case basis in complex situations that impact on child development, protection and safety involving licensing and regulations of, and enforcement against licensed resource family homes. Makes determinations on denials, suspensions and revocations of licenses based on assessment of compliance with Department regulations.
- Provides knowledge, expertise and technical assistance to staff in preparation of new legislation; provides reviews and analysis of proposed legislations impacting licensing activities.
- Provides a vision for child safety, permanency and well-being through utilization, collaboration and a team approach to best practice models.
- Ensures compliance with the Resource Family licensing goals within the Modified Settlement Agreement.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an advanced degree preferred.

EXPERIENCE: A seasoned manager with progressive growth of management experience preferably leadership roles in systems or programs that serve children and families.

Candidates must demonstrate strong organizational and leadership skills, comfort working in a regulatory environment, and the ability to work across systems and in partnership with a variety of internal and external stakeholders in order to best service the children and families of the state. Excellent written and oral communication skills required.

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.

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.

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.

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:

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.