



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

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Commissioner

JOB VACANCY POSTING

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| POSTING #: | 139-23 | ISSUE DATE: | March 16, 2023 |
| TITLE: | PROGRAM SPECIALIST TRAINEE | CLOSING DATE: | March 30, 2023 |
| FUNCTIONAL TITLE: | FAMILY VOICE COORDINATOR | | |
| LOCATION: | Department of Children and Families (DCF) Office of Family Voice 50 East State Street Trenton, NJ 08625 | | |
| POSITIONS: | 1 | RANGE: | P 95 |
| DISTRIBUTION: | STATE-WIDE | SALARY: | \$46,431.86 - \$48,531.07 |

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 close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

The Program Specialist Trainee will work within the DCF Office of Family Voice (OFV) as the Family Voice Coordinator. The OFV uses innovative approaches to elevate the voices of youth, parents, and families to ensure that improvements in policy, operations, and practice across the Department of Children and Families (DCF) are guided by people who have experience with the system.

RESPONSIBILITIES

The Family Voice Coordinator will work closely with the rest of the OFV team. They provide administrative and logistical support to ensure seamless operations and support for the youth, parents, and families that we partner with.

Examples of work may include:

- Supporting scheduling, coordination and logistics for meetings and events with the DCF Youth Council, fatherhood groups, and workgroups or committees led by the OFV
- Creating and disseminating agendas, taking notes, and summarizing information from meetings and events
- Supporting projects by tracking milestones and action items and following up with team members
- Ensuring participants receive timely payments and supports
- Developing and maintaining up to date resource lists and document libraries

- Monitoring the NJ Youth Resource Spot website (<https://www.nj.gov/njyrs/>) to align with resource lists and updating when new resources are available (e.g. phone numbers, addresses)
- Using technologies and applications to create and edit presentations, reports, other documents, and videos

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

SPECIAL NOTE: Individuals who have received services from the Department or its divisions as children, youth, parents or caregivers are encouraged to apply.

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.

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: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

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.