



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy  
Governor

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Lt. Governor

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Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	428-24	<b>ISSUE DATE:</b>	October 15, 2024
<b>TITLE:</b>	<b>ASSISTANT DIVISION DIRECTOR (UNCLASSIFIED)</b>	<b>CLOSING DATE:</b>	October 29, 2024
<b>FUNCTIONAL TITLE:</b>	<b>ASSISTANT DIRECTOR OF QUALITY AND PERFORMANCE MANAGEMENT</b>		
<b>LOCATION:</b>	Department of Children and Families (DCF) Division of Child Protection and Permanency Office of the Assistant Commissioner 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1		
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>SALARY:</b>	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 direction of a Division Director or Deputy Director, or other higher level administrative official, directs the staff and activities of an operational unit responsible for providing general administrative and/or fiscal management activities, program policy and planning services, or varied social, medical, assistance, health care, and other services to a specific client population; does other related duties as required.

Under the supervision of the Deputy Director of Operations, this position is responsible for helping to lead the Division's work regarding Continuous Quality Improvement. This position will help lead the Division in the creation and management of Continuous Quality Improvement processes and plans. The Assistant Director is responsible for reviewing and analyzing data, identifying case practice trends and helping to create, implement, and monitor innovative and participatory methods of improvement to ensure high quality service delivery to the children and families of New Jersey.

This position will play a critical role within the Division in the implementation of Solution Based Casework (SBC) and in the planning around fidelity monitoring and sustainability. A working understanding of the Solution Based Casework model is preferred.

The Assistant Director will interface and closely collaborate with local office and area CQI teams across the state.

This position will serve as the liaison to the DCF Office of Quality, the Office of Monitoring, and the Office of Research, Evaluation, and Reporting. The position is responsible for the preparation of federal reporting, in collaboration and coordination with the Office of Quality, including for the Annual Progress and Services Report (APSR) and the Program Improvement Plan (PIP).

The Assistant Director will be responsible for providing strong, supportive, and effective leadership that results in sound programmatic, administrative and fiscal policies and practice, while ensuring the delivery of integrated and quality, family and child-centered supports and services.

Candidates must have demonstrated experience in case practice focused on engagement, assessment, teaming, concurrent planning and permanency.

## **REQUIREMENTS:**

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

**EXPERIENCE:** Six (6) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially/economically disadvantaged), OR six (6) years of experience as an administrator involving planning, budgets and administration of programs in a large public or private agency, three (3) years of which shall have been in a supervisory capacity.

**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.

**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).

**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.

**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.

### **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\*\*](mailto: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.**