



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 #:	154-24	ISSUE DATE:	April 3, 2024
TITLE:	DAY CARE AIDE (CLASSIFIED NON-COMPETITIVE)	CLOSING DATE:	April 17, 2024
LOCATION:	Department of Children and Families (DCF) Office of Education DCF Regional School – Essex Campus 395-97 No. 5th Street Newark, NJ 07107		
POSITIONS:	1	RANGE:	H08 - Day Care Aide
DISTRIBUTION:	STATE-WIDE	SALARY:	\$33,653.31 - \$46,767.93

SCOPE OF ELIGIBILITY: This position is subject to current promotional and hiring restrictions.

SPECIAL NOTE: Must be able to physically lift, move and position students as needed.

DEFINITION: Under the close supervision of a Day Care Center Supervisor or other supervisory official in the Department of Child and Families, performs various duties including, giving physical assistance to children or adults with intellectual disabilities, preparing the noon meal, relieving the Day Care Center Technician with the training program, riding Day Care Center buses, and overseeing the clients transported on these vehicles; does related work as required.

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

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, 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.

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