



# State of New Jersey

## Department of Human Services

Philip Murphy  
Governor  
Sheila Y. Oliver  
Lt. Governor  
Sarah Adelman  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING NUMBER</b>	029-23	<b>ISSUE DATE</b>	1/18/2023	<b>CLOSING DATE</b>	7/18/2023
<b>TITLE</b>	Human Services Assistant (Hourly- Temporary Employment Services)	<b>RANGE</b>			
<b>LOCATION</b>	New Lisbon Developmental Center 104 Route 72 East New Lisbon, NJ 08064	<b>SALARY</b>	\$18.00 PER HOUR		

<b>OPEN TO</b>	GENERAL PUBLIC				
<b>DEFINITION</b>	<p>Under direction of a supervisor in a health care facility, provides services for residents under indirect as well as direct professional supervision; does other related duties as required.</p> <p><b>Work Unit:</b> Professional Residential Services (PRS)</p> <p><b>Available Shifts:</b></p> <p>C Shift: 3:30pm-12:00am A Shift: 11:30pm-8:00am</p> <p><b>To apply:</b></p> <p>New Lisbon Developmental Center is offering ON THE SPOT Interviews!</p> <p>Please apply in person Monday through Friday from 9:00am-1:00pm.</p>				

### REQUIREMENTS

<b>EDUCATION</b>	
<b>EXPERIENCE</b>	
<b>NOTE</b>	
<b>NOTE FOR FOREIGN DEGREES</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
<b>LICENSE</b>	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

<b>RESIDENCY</b>	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.
<b>NOTE(S)</b>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <b>Telework:</b> This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> <p>* <b>Covid Screening:</b> Certain DHS positions may require COVID-19 vaccination or may be subject to testing/screening.</p> <p><b>Please note this position is covered by the Centers for Medicare and Medicaid Services (CMS) Rule and Executive Order 283, requiring all employees to be fully vaccinated. To comply with that requirement, applicants must provide proof of vaccination status.</b></p> <p>* <b>SAME Applicants:</b> 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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a>, email: <a href="mailto:SAME@csc.nj.gov">SAME@csc.nj.gov</a>, or call CSC at (833) 691-0404.</p>
<b>DRUG SCREENING</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.

### FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: **Please apply in person!**  
For more information, please call Human Resources at 609-726-1000 x4152

New Jersey Department of Human Services is an Equal Opportunity Employer