



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy  
Governor

Tahesha L. Way, Esq.  
Lt. Governor

Christine Norbut Beyer, MSW  
Commissioner

## JOB VACANCY POSTING

POSTING #:	432-23	ISSUE DATE:	September 14, 2023
TITLE:	AREA DIRECTOR (SES)	CLOSING DATE:	September 28, 2023
LOCATION:	Department of Children and Families (DCF) Camden Area Office 4 Echelon Plaza 201 Laurel Road Voorhees, NJ 08043		
POSITIONS:	1		
DISTRIBUTION:	STATE-WIDE	SALARY:	Commensurate with education and experience.

**SCOPE OF ELIGIBILITY:** Opportunities subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** Candidates who applied to job posting #290-23 Area Director do not need to reapply to this posting.

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

### RESPONSIBILITIES

The Division of Child Protection and Permanency (CP&P) Area Director (AD) is the critical executive in the Area Office providing leadership to one Administrative Area Office and several Local Offices and is responsible for the management of the day-to-day operations of the Area, as well as having direct input regarding practice, policy and administration. The Area Director is the face of the Department of Children and Families (DCF) in the community.

Under the direction of the Assistant Commissioner of Child Protection and Permanency, the Area Director is responsible for coordinating with all operational activities of the divisions of DCF, including Family and Community Partnerships, Division on Women and the Children System of Care, which provide a full range of locally based services for children and families.

The Area Director is responsible for the supervision of Local Office Managers in the Area, improving the quality of case practice among staff, and ensuring safety, permanency and child well-being for children and families known to the Division of Child Protection and Permanency. Additional responsibilities include, but are not limited to, providing strong and effective leadership that results in sound programmatic, administrative and fiscal policies and practice, while ensuring the delivery of integrated, quality, and consumer-friendly services.

This Area Director is a key leader who directs the management and administration of Local Office and Area Office staff to ensure a proactive and optimal operation that complies with all Division policies and with Federal and State statutes, and coordinates with Local Office Managers, staff, resources and the community to promote comprehensive county and community service delivery while establishing and maintaining cooperative partnerships with the courts other agencies and interested stakeholders in the Local and Area Offices.

### REQUIREMENTS

**EDUCATION:** A Bachelor's degree from an accredited college or university is required. A Master's degree in social work or related field is preferred.

**EXPERIENCE:** At least eight (8) years of social service experience which should include substantive experience in the management and leadership of social service program, three (3) years of which must be as a high level supervisor. One (1) year experience as a manager is required in order to be eligible 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.

**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](https://studentaid.gov/PSLF).

**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](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.