



**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	120-23	<b>ISSUE DATE:</b>	March 7, 2023
<b>TITLE:</b>	<b>GOVERNMENT REPRESENTATIVE 1 (UNCLASSIFIED)</b>	<b>CLOSING DATE:</b>	March 21, 2023
<b>FUNCTIONAL TITLE:</b>	<b>FAMILY LEADERSHIP MANAGER</b>		
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Family Voice 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1		
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>SALARY:</b>	Commensurate with education and experience.
<b>SCOPE OF ELIGIBILITY:</b> Opportunities subject to current promotional and hiring restrictions.			
<b>SPECIAL NOTE:</b> While this position reports into Trenton, NJ, the physical location of the position is flexible depending on where the selected candidate resides.			
<b>SPECIAL NOTE:</b> This position may be eligible to work remotely for up to two days in a calendar week.			

The Government Representative 1 will work within the DCF Office of Family Voice (OFV) as the Family Leadership Manager. 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.

Working closely with the Executive Director and the rest of the OFV team, the Family Leadership Manager's work focuses on increasing opportunities for authentic and equitable parent, caregiver and family leadership across DCF. They play an important role in supporting Family Leaders (parents and caregivers with first-hand experience with DCF services), building supportive organizational culture and administrative practices, and collaborating with organizations that support parent and family leaders in local communities. The Family Leadership Manager works with DCF staff to promote meaningful partnerships and shared leadership with parents and caregivers to improve services in ways that truly help families thrive.

### RESPONSIBILITIES

- Recruits and supports Family Leaders who have first-hand experience with DCF, to serve as expert consultants on projects and workgroups across the Department.
- Manages operations and supports for Family Leaders including onboarding and development, project assignment, and ensuring timely compensation.
- Facilitates the organization and coordination of teams and project activities with internal DCF staff, as well as external stakeholders, to ensure Family Leaders are prepared, supported and equitably integrated into teams.
- Provides outreach, tools, and support to Divisions and Offices within DCF on best practices, strategies, and responsibilities for shared leadership with parents, families, and caregivers.
- Conducts outreach, builds relationships, and leads opportunities for collaboration with parent and family leaders in the community, including within community-based and advocacy organizations.
- Builds and maintains comprehensive knowledge of national and local efforts and activities aimed at advancing parent and family voice and leadership within child and family serving systems, and benchmarks with DCF efforts.
- Provides project leadership and management for Office of Family Voice projects that advance recommendations from families and caregivers.
- Builds and applies knowledge of participatory, equity-driven family leadership, partnership, and implementation models and approaches, including co-design.
- Participates in conferences, events, and community engagements on behalf of the OFV.
- Leads the development of presentations, reports, other documents, and videos using a range of technologies and applications.
- Participates in continuous quality improvement and evaluation of OFV activities.

## PREFERRED KNOWLEDGE AND SKILLS

- Knowledge of historical context and impacts of racism and other causes of inequity on families and communities, and ability to identify strategies that promote equity
- Demonstrated success building rapport, relationships, and trust with people with different experiences and roles
- Experience providing culturally responsive, trauma-informed, and healing-centered services and supports
- Strong oral and written communication skills
- Inclusive and engaging facilitation skills
- Project management and program administration experience, including developing and managing project teams, workplans, timelines and budgets
- Staff development and support (training and coaching)
- Research and resource development (ability to find, catalog, and organize information in accessible, user-friendly ways)

## REQUIREMENTS

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

**EXPERIENCE:** Successful candidates will possess at least five (5) years of experience working with parents and/or other caregivers, ideally coordinating or managing programs and projects in which parents, caregivers and families are engaged as partners in decision-making and/ or advocacy at the program or organizational level (such as through continuous quality improvement activities or leading groups or other program activities).

**NOTE:** Applicants who do not possess the required experience may substitute additional education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**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.

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

## 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 **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.