



## New Jersey Department of Military and Veterans Affairs

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### VACANCY ANNOUNCEMENT

**Posting #:** 92-24

**Posting Period:** From 07/25/2024 To 08/08/2024

**Title:** TES Human Services Assistant (Hourly)

**Salary:** \$20.00 per hour

**Number of Vacancies:** 1

**Shift:** 8:00 am – 4:00 pm, RDOs: Saturday & Sunday

**Work Location:** 200 Sanatorium Road, Suite 101  
Glen Gardner, NJ 08826

**Program:** Veterans Haven North

**Scope of Eligibility:** Open to current NJ Department of Military and Veterans Affairs employees and applicants who meet the requirements listed below.

**Job Description:** Under direction of a supervisor in a health care facility, provides services for residents under indirect as well as direct professional supervision. Files in, organizes, and manages the resident files. Assists with receiving and processing referrals to the facility. Meets with new residents to assist with completion of admission paperwork. Drafts letters and memorandums; does other related duties as required.

#### Civil Service Commission Requirements

**License:** Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

**Note:** The State of New Jersey does not provide sponsorship for citizenships to the United States.

**Veterans' Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference>

#### HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov)

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.