



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Education Program Development Specialist 1 Education [Classified Non-Competitive]</b>			Salary <b>P26 \$72,836.90 - \$103,620.41</b>
Posting Number <b>530-23</b>	Position Number <b>946562</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/12/2023</b> To: <b>09/26/2023</b>
Location: <b>55 N Willow Street, Trenton NJ 08618 Family Health Services Early Intervention Services</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of the Part C Coordinator of the Early Intervention System (NJEIS) and in accordance with Federal Part C IDEA (Individuals with Disabilities Education Act) regulations and other state or federal regulations, guidelines, criteria, policies, and procedures:</p> <p>Provides technical support and oversight to 21 Service Coordination County Units to ensure the provision of high-quality early intervention services to children with developmental disabilities and their families. Develops and monitors standard operating procedures for the provision of Part C Service Coordination, including but not limited to the development of Individualized Family Service Plans, procurement of required and non-required services, safeguarding of parental rights, implementation of Family Cost Participation policies and ensuring successful transitions from the NJEIS. Utilizes data from the Early Intervention Management System (EIMS) to create and execute differentiated monitoring support plans for units identified in need of universal, targeted, or intensive assistance.</p> <p>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.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Master's degree in Special Education or a field related to Special Education, as determined by the appointing authority.</p> <p><b>NOTE:</b> Applicants who possess a master's degree which is not in Special Education or a related field may substitute a NJ educational certificate issued by the State Board of Examiners and/or other professional endorsement in Special Education, as Teacher of the Handicapped, Learning Disabilities Consultant, School Psychologist, School Social Worker, or certification in a related field as determined by the appointing authority.</p> <p><b>EXPERIENCE:</b> Three (3) years of experience in a school district or other educational institution in programs providing special education.</p> <p><b>LICENSE:</b> Appointee 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 duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTFHS@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Juliet Taylor, Senior Management Assistant Family Health Services Reference Posting #530-23 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- Newly hired employees must agree to a thorough background check that will include fingerprinting.
  - If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
  - If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's 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.
  - In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
  - In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.
  - **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.