



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING #:	004-25	ISSUE DATE:	1/3/2025	CLOSING DATE:	7/3/2025
TITLE:	Human Services Assistant (Hourly – Temporary Employment Services)				
LOCATION:	New Lisbon Developmental Center 104 Route 72 East New Lisbon, NJ 08064	RANGE:	H09		
		SALARY:	\$20.00 per hour		
		UNIT SCOPE:	K470		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	<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>Work Unit: Professional Residential Services (PRS)</p> <p>Available Shifts: C shift: 3:30pm-12:00am A shift: 11:30pm-8:00am</p>				
NOTE:	The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.				
NOTE:	Temporary Employment Services positions are filled on a part-time, temporary basis. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.				
REQUIREMENTS					
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.				
IMPORTANT NOTICES					
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.				
DRUG SCREENING:	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.				
NOTE:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.				
SAME PROGRAM APPLICANTS:	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: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3.				
FILING INSTRUCTIONS					
<p>Forward a cover letter and resume electronically to: nldc.resumes@dhs.nj.gov</p> <p>You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-22, Smith)</p>					

New Jersey Department of Human Services is an Equal Opportunity Employer