



**AMENDED JOB VACANCY POSTING**

**POSTING #:** 167-25 **ISSUE DATE:** April 1, 2025

**TITLE:** ASSISTANT AREA DIRECTOR (SES) **CLOSING DATE:** April 15, 2025

**LOCATION:** Department of Children and Families (DCF)  
Division of Child Protection and Permanency  
Bergen/Hudson Area Office  
Gateway Plaza 2<sup>nd</sup> Floor  
1 Harmon Meadow Blvd.  
Secaucus, NJ 07094

**POSITIONS:** 1

**DISTRIBUTION:** STATE-WIDE **SALARY:** Commensurate with education and experience.

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

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

**RESPONSIBILITIES:** In collaboration with the Area Director (AD), the Assistant Area Director (AAD) will play a pivotal role in sharing responsibilities to maximize the strengths of both leaders, ensuring the efficient operation of child protection services. The AAD will work closely with the AD to identify and leverage each other's unique skills and experiences, fostering a dynamic partnership that enhances strategic decision-making and operational effectiveness. By co-developing strategies and delegating tasks based on their respective strengths, the AAD and AD will ensure that all initiatives are executed with precision and impact. The AAD will provide critical support in areas where the AD may require additional resources, ensuring a balanced workload and a unified approach to achieving the organization's goals. This collaborative effort will enhance the overall quality of child welfare services, driving forward the mission of creating a responsive and equitable child and family well-being system in New Jersey. The AAD will collaborate with the AD, LOMs, AQC and other personnel regarding practice, policy and administrative operations, including staffing and personnel matters.

The AAD is responsible for staff development and training within the geographic area of responsibility. This includes coaching and mentoring staff, especially SFSSI leaders, in the delivery of family-centered and family engagement techniques, case practice implementation, as well as participation in concurrent planning for families. The AAD is a key player in the creation and follow through of Improvement Planning Sessions (IPS), Child Family Services Review (CFSR), Key Performance Indicators (KPI), Targeted Quality Reviews and other program initiatives as they relate to Collaborative Quality Improvement. They will support consistency and value of the work and the communicated message.

This position requires the ability to infuse DCF's core approaches into the workforce, family units, and community relationships, to support our vision of creating a 21<sup>st</sup> century child and family well-being system that is equitable, healing centered and responsive to the needs of families, staff, and communities. This will require creating strategies, key objectives, and collaborating with offices within DCF, as well as the DCP&P Local Offices, to support this work.

The AAD ensures continuity by covering key positions in the area during vacancies and absences including the Area Director and Local Office Manager roles among others. In the absence of the Area Director, provides supportive supervision to the Area Office team and Local Office Managers within the Area. The AAD shares in the role of communicating practice and resource strengths and needs to the Area and CP&P leadership, as well as communicating and supporting implementation of policy and practice across the local offices in the area. This requires strong proficient leadership skills, and strong working knowledge of policy and case practice. It also requires working knowledge of fiscal, budgetary, and contractual obligations resulting in sound programmatic, administrative, and fiscal policies and practice, while ensuring the delivery of integrated, quality and consumer-friendly services. Additionally, this position is responsible for completing reports, correspondence and commenting on policies, administrative rules and legislation. The AAD collaborates in the review of Child Fatalities and Near Fatalities, along with other critical incident reviews according to DCF policy and the timeframes as outlined within.

The AAD will be required to attend internal and external meetings in person and virtually. They will play a vital role in community meetings and work closely with the Area County Service Specialists and Local Office Resource Development Specialists to assess services to families. Specifically, assist in determining if contracted providers are adhering to RFPs and make recommendations as needs arise. This includes maintaining a cohesive and collaborative partnership with Law Enforcement, School Personnel, Medical Providers, Mental Health Providers, Judiciary, etc. within the community. They will be responsible for inter and intra agency communication, as well as community and service array development.

The AAD will be knowledgeable in safe measures, a secure data monitoring and reporting system, as they will be expected to review and analyze compliance measures for the Area. This will require the development of information sessions, workshops and trainings to promote and support staff development as it relates to Collaborative Quality Improvement. The AAD will use NJSPIRIT, New Jersey Statewide Protective Investigation Reporting and Information tool, to review that staff interactions with families are reflective of policy, regulations, guidelines, and legal mandates.

This position will provide supportive supervision to the Area's Impact team, who supports the Area's six Local Offices, in investigating allegations of Abuse and/or Neglect of children as well as other local office needs directly related to casework. In the absence of the AD, the AAD may also provide oversight to the Special Response Unit (SPRU) for the Area. SPRU is responsible for responding to and investigating allegations of Abuse and/or Neglect of children. This position will also supervise Concurrent Planning practice to enhance timely permanency outcomes for children and families.

The AAD may be assigned specific duties based on the needs of the area and in support of the Area Director and Area needs.

## **REQUIREMENTS**

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

**EXPERIENCE:** At least five (5) years of social service experience which should include substantive experience in the management and leadership of social service programs, two (2) years of which must be in the title of Supervising Family Service Specialist 1 or higher-level supervisory title.

**SPECIAL NOTE: Candidate must possess strong leadership experience in addition to sound case practice and social work experience.**

**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.

## **\*IMPORTANT NOTICES**

**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).

**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](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RE-EMPLOYMENT LISTS:** Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

**UNIT SCOPE:** Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

**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.**