



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

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Governor

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Commissioner

JOB VACANCY POSTING

POSTING #:	177-25	ISSUE DATE:	April 8, 2025
TITLE:	GOVERNMENT REPRESENTATIVE 3 (UNCLASSIFIED)	CLOSING DATE:	April 22, 2025
FUNCTIONAL TITLE:	RAPE PREVENTION AND EDUCATION PROGRAM SPECIALIST		
LOCATION:	Department of Children and Families (DCF) Division on Women 50 East State Street, 7th Floor Trenton, NJ 08625		
POSITIONS:	1		
DISTRIBUTION:	STATEWIDE	SALARY:	Commensurate with education and experience

SCOPE OF ELIGIBILITY: 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.

DEFINITION: Under the limited supervision of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, is responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; May take the lead over entry level Program Support Specialist staff; conducts program related site visits, studies, and investigations as needed; may take the lead over lower level staff; does other related work as required.

The Program Specialist is federally funded under the Centers for Disease Control (CDC), Rape Prevention and Education Program (RPE).

This position also has the responsibility for the following:

- Attend CDC sponsored meetings, training events, webinars, etc.
- Attend mandatory DCF-Division on Women sponsored meetings, training events, webinars, etc., attend the NJ Governor's Advisory Council Against Sexual Violence (GACASV) and will be an active member of the NJ State Prevention Planning Team.
- Assist in the review of program proposals, assists in evaluating and monitoring program contract and activities, and/or prepares recommendations aimed at developing, implementing, or modifying primary prevention programs.
- Assist in the administrative, analytical, and professional work to promote the planning, operation, implementation, monitoring and evaluation of social/human services program areas.
- Assist in the preparation of grant applications and reports.
- Research, collect, and disseminates information on social/human service programs.
- Provide operational support, information, and assistance to agency staff for their dissemination to community groups, local provider agencies, various citizen groups, etc.
- Maintain records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related unit.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program. **OR**

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience. **OR**

Possession of a master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

SPECIAL NOTE: Knowledge of Public Health Approach, the principles of prevention, and the socio ecological framework theory are a must. Ideally, background will also include subject matter knowledge in primary prevention sexual violence and/or women's issues.

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.

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.

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

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.