



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
 Governor  
**Sheila Y. Oliver**  
 Lt. Governor  
**Sarah Adelman**  
 Commissioner

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

<b>JOB POSTING #:</b>	467-24	<b>ISSUE DATE:</b>	10/8/2024	<b>CLOSING DATE:</b>	4/8/2025
<b>TITLE:</b>	Government Representative 3				
<b>LOCATION:</b>	Department of Human Services Office of New Americans 222 South Warren Street Trenton, NJ 08625  *work location may vary throughout New Jersey	<b>RANGE:</b>	X 98		
		<b>SALARY:</b>	Up to \$85,000		
		<b>UNIT SCOPE:</b>	K800 – Office of the Commissioner		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the direction of the Language Access Manager of the Office of New Americans. The Office of New Americans will take on the role of supporting the statewide implementation of Language Access Policies, guidance to all state agencies. A Language Access Specialist will support the Language Access Program in the Office of New Americans.				
<b>NOTE:</b>	Functional Title: <b>The Language Access Specialist</b>  Job duties: <ul style="list-style-type: none"> <li>Create and maintain Language Access trainings and materials for the utilization of all agencies, with the guidance of the Language Access Manager</li> <li>Research language access standards and review census data for changes and updates to Language Access Data Guidance and standards</li> <li>Coordinate trainings and support for Language Access Manager and Language Access Coordinators as needed.</li> <li>Support the development and drafting of guidance, policies, and protocols as directed by the Language Access Manager.</li> <li>Serve as support for any vendor engagements and quality assurance processes as needed.</li> <li>Engage with policy experts on language access to bring best practices and information to the Language Access Program, as needed to ensure all state agencies' Language Access Plans are up to date with national standards.</li> <li>Support Language Access Manager in the engagement and coordination with other lead agencies, including the communication between agencies on updates, guidance, or other engagement as needed.</li> </ul>				
	<b>REQUIREMENTS</b>				
<b>EDUCATION:</b>	Graduation from an accredited college or university with a Bachelor's degree.				
<b>EXPERIENCE:</b>	This role might of interest to those with any of the following experience: <ul style="list-style-type: none"> <li>Implementing, monitoring, evaluating language access or other accessibility programs within a government setting, experience in human or social services, international studies, disability studies, communications, interpretation or translation, or a related field.</li> <li>Familiarity with the development and implementation of language access plans or similar accessibility plans or policies including standards, guidelines, and best practices.</li> <li>Strong commitment to improving access for disability, LOTE, and culturally and linguistically diverse communities</li> <li>Prior experience in government or community organizations, preferably working across multiple departments and programs</li> <li>Strong data and program management skills</li> <li>Experience with the provision of accessibility services for clients/consumers.</li> <li>Understanding of program planning, implementation, and coordination between government agencies and programs</li> <li>Strong skills in coordination, and supporting multifaceted efforts</li> <li>Familiarity with program and service quality management/quality assurance</li> </ul> Experience working with diverse communities including non-English speakers				
<b>NOTE:</b>	Strong preference will be given to Bilingual candidates in any of the following languages is preferred but not required: Spanish, Korean, Chinese, Portuguese, Guajarati, Polish, French or Haitian Creole, Arabic, Russian, Italian, or Mandarin.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				

<b>RESIDENCY:</b>	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.
<b>DRUG SCREENING:</b>	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.
<b>NOTE:</b>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: 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. Details on this, and other benefits, will be made available throughout the interview process.</p> <p>* <u>SAME Applicants</u>: 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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a>, or call CSC at (609) 292-4144, option 3</p>
<b>FILING INSTRUCTIONS</b>	
<p>Forward a cover letter and resume electronically to: <a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.Resumes@dhs.nj.gov</a>  <b>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</b></p>	

New Jersey Department of Human Services is an Equal Opportunity Employer