



THE CITY OF EAST ORANGE

Job Posting

Job Title:	Director of Health and Human Services	Job Category:	Unclassified
Department/Group:	Health and Human Services	Job Code	06558
Location:	City Hall	Travel Req'd	LOCAL
Level/Salary Range:	\$90,000 - \$135,000	Position Type:	Full-Time
HR Contact:	Shatera Smith	Posting Period	9/29/2016 – 10/10/2016

Applications Accepted By:

Fax or E-mail:

973-673-3172

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Attention: Director of Health and Human Services

Mail:

Shatera Smith

Department of Human Resources

The City of East Orange NJ

44 City Hall Plaza

East Orange, NJ 07018

Job Description

Role and Responsibilities

Plans and administers a comprehensive public health program including environmental sanitation, communicable disease control, child and adult health and health education, and so forth; administers laws and ordinances relating to relief of the needy including the furnishing of all forms of municipal public assistance to needy persons who are eligible for such assistance; does other related duties as required.

Qualifications and Education Requirements

Five (5) years of supervisory experience in a large public or private social, health, or educational agency embracing a wide experience with social and health problems. Bachelors degree from an accredited college or university. Possession of a valid Health Officer License issued by the Department of Health and Senior Services. Masters degree in Sociology, Social Work, and/or Psychology from an accredited college or university may be substituted for two (2) year of experience.

Preferred Skills

- Knowledge of rules, regulations, standards, policies, and procedures of the Division of Family Development of the Department of Human Services, the Department of Health and Senior Services, and regulations of county and municipal welfare agencies and their application to specific cases in accord with prescribed procedures.
- Administers and enforces local health ordinances.
- Serves as local Registrar of Vital Statistics.
- Supervises and has charge of the work of the entire organization.
- Prepares and directs the preparation of clear, sound, accurate, and informative financial and other reports containing findings, conclusions, and recommendations.
- Knowledge of health laws of New Jersey and pertinent articles of the Federal Social Security Act.
- Ability to plan, develop, organize, install, and supervise various programs of public health and financial assistance.
- Ability to direct staff engaged in receiving and reviewing applications for assistance of varied types, in making social, financial, and other investigations, in determining eligibility for assistance, in providing welfare services to individuals and families receiving grants of assistance, and in providing public health services.