



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Supervising Public Health Representative [Classified Competitive]</b>			Salary <b>\$27 \$70,449.95 - \$100,310.78</b>
Posting Number <b>21-19</b>	Position Number <b>943260</b>	Number of Positions <b>1</b>	Posting Period * From: <b>1/17/2019</b> To: <b>1/31/2019</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service/ Vaccines for Children Program 135 East State Street, Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under the direction of the Vaccines for Children (VFC) Program Coordinator:

Supervise and train VFC program staff (Public Health Representatives) in the collection, tabulation, and analysis of data obtained from VFC providers in compliance with CDC's vaccine usage and accountability/storage and handling procedures. Establish individual job responsibilities as statements of broad, general duties that must be met to accomplish the VPD Program's purpose(s) or objective(s). Responsible developing and enforcing subordinate staff activities and providing disciplinary/corrective actions as necessary. Maintain e-PARs and ECATS for subordinate staff.

Provide overall program guidance (as established by CDC and/or VPD leadership) for VFC field operations. Develop/maintain SOPs as they relate to field operation activities. Evaluate processes and protocols to ensure efficiency. Review CDC PEAR online database to establish gaps in compliance, training/policy and effectively address identified areas within the unit.

Develop VFC site visit schedules for PHRs and coordinate VFC activities to ensure provider compliance with CDC's VFC Operations Manual. Provide necessary follow-up with PHRs and providers to complete site visit folders within the identified time frames.

Supervise and/or be the lead representative to address provider corrective and follow-up actions. Monitors and supervises compliance and restitution actions against public and private VFC enrolled providers. Responsible for tracking and managing multiple complex restitution/corrective actions and representing the program to providers regarding decisions/follow-up actions. Function as the program liaison with other public entities/agencies in the course of restitution actions and update program leadership as required.

Participate in VFC site visits as necessary.

Prepare annual Centers for Disease Control and Prevention (CDC) surveys, annual reports, monitors, assesses and reviews provider CoCasa data, assists and coordinates annual federal audit documentation.

Serve as subject matter expert for after-hours calls and duties as assigned.

Experience in the management or supervision of complex corrective actions, immunization activities and/or medical provider oversight preferred.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Four (4) years of experience in a health or social service related program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services, two (2) years of which shall have been in a supervisory capacity.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year- for- year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**LICENSE:** Appointee 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 FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
***PSTEEOH@doh.nj.gov***
- Mail the required documents to:  
**Susan Way, Executive Assistant 1  
Epid., Environmental and Occupational Health  
Reference Posting #21-19  
New Jersey Department of Health  
PO Box 369  
Trenton, NJ 08625-0369**

**Required documents:**

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's 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.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- ***The New Jersey Department of Health is an Equal Opportunity Employer.***