



VACANCY ANNOUNCEMENT

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

Title Program Manager, HFE&L [Classified Competitive]			Salary &32 \$76,288.00 - \$110,627.23
Posting Number 43-19	Position Number 947062	Number of Positions 1	Posting Period * From: 3/14/2019 To: 3/28/2019
Location: Certificate of Need & Licensing 25 So. Stockton Street, 2nd Floor Trenton, New Jersey 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under general supervision, oversees/manages several programs in the Division of CN/Licensing. These include managing a team of analysts in the review, leading to staff recommendations, of CN and licensing applications submitted by healthcare facilities and, as necessary, presents such recommendations to the State Health Planning Board on significant CN applications. Oversees all operations of the federally required Nursing Home Administrators Licensing Board. Oversees all staff in the review of physical plant schematic plans submitted by facilities proposing construction/renovation. Manages staff involved in logging and tracking of all application types submitted to the Division and all staff responsible for receiving and depositing all fees associated with such applications.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Five (5) years of experience involving the evaluation, inspection or surveying of health care facilities/services, two (2) years of which shall have been in a supervisory capacity.

OR

Five (5) years of health care facilities/services experience which may include professional experience as a nurse, nurse administrator, dietician, pharmacist, or related health care field, two (2) years of which shall have involved responsibility for staff supervision and oversight of operational activities.

NOTE: A Master's degree in Health Care Financing, Hospital Administration, Health Education, Health Planning, Public Health, Public Administration, Business Administration, Nursing, Social Work, or Statistics may be substituted for one (1) year of indicated non supervisory experience.

NOTE: A Doctoral degree in any of the above or related fields or a Juris Doctorate may be substituted for two (2) years of non-supervisory experience.

NOTE: Applicants who do not possess the required Bachelor's degree but have graduated from an accredited school of nursing and possess a license as a Registered Professional Nurse (RN) may substitute two (2) additional years of experience as indicated above for the Bachelor's degree.

NOTE: Appointees may be required to complete training and obtain certification to comply with Federal survey/certification requirements, specific to assigned programs, within twelve (12) months of appointment. Appointees may be required to complete additional training to maintain certification.

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 this position.

IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:
PSTHFEL@doh.nj.gov
- Mail the required documents to:
**Christine Pogorzelski, Administrative Assistant 2
Health Facilities Evaluation and Licensing**

Required documents:

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

- *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.***