



VACANCY ANNOUNCEMENT

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

Title Quality Assurance Coordinator [Classified Competitive]			Salary R29 \$74,251.79 - \$105,891.38
Posting Number 78-18	Position Number 035601	Number of Positions 1	Posting Period * From: 3/16/18 To: 3/30/18
Location: Trenton Psychiatric Hospital - Food Services			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under direction supervises and coordinates staff engaged in program and facility evaluations including various aspects of clinical, support, and administrative services; does other related duties.

SPECIAL NOTE:

- Person will be responsible for overseeing a large support operation
- Candidate must possess familiarity with state/federal/and Joint Commission regulations
- Candidate must have proven track record of supervisory experience
- Candidate must be able to demonstrate evidence of quality assurance and improvement involvement and activities
- Food Service, Dietary, Nutrition and/or ServSafe Certification background and experience preferred

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

LICENSE: A license as a Registered Nurse in the State of New Jersey.

EXPERIENCE: Five (5) years of experience in the monitoring and/or evaluation of clinical or human services records and/or programs in a hospital or other health services facility or in a human services agency.

NOTE: A Bachelor's degree, and four (4) years of experience in the monitoring and/or evaluation of clinical or human services records and/or programs in a hospital or other health services facility or in a human services agency may be substituted for the above license and experience requirements.

NOTE: A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated 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:
PST.TPH@doh.nj.gov
- Mail the required documents to:
**Robin Murr, Manager 2, Human Resources
Trenton Psychiatric Hospital
Reference Posting #78-18
New Jersey Department of Health
PO Box 7500
West Trenton, NJ 08628-7500**

Required documents:

- cover letter
- resume

** 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.***

PER-53
FEB 18