



VACANCY ANNOUNCEMENT

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

Title Supervisor of Inspections, HFEL [Classified Competitive]			Salary \$29 \$83,619.58 - \$119,250.92
Posting Number 82-23	Position Number 947051	Number of Positions 1	Posting Period * From: 01/24/2023 To: 02/07/2023
Location: Health Facility Survey and Field Operations 120 So. Stockton Street Trenton, New Jersey 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the direction of a Program Manager of the Health Facility Survey & Field Operations Program, perform oversight activities to ensure access to safe and quality care in all licensed Adult & Pediatric Day Care Facilities, Assisted Living Residences, Assisted Living Programs and Comprehensive Personal Care Facilities throughout the State.

Organizes, plans and directs activities related to the state licensure inspection process.

Coordinates and supervises the day-to-day activities of assigned staff: one Supervising Health Care Facility Evaluator and professional evaluator staff. Performs required staff evaluations and provides staff development as needed.

Assures that all surveys are conducted on a timely basis following established protocols to identify areas where the facility is not providing the required care and services.

Reviews survey documents and makes appropriate recommendations regarding licensure, enforcement and referrals to other agencies.

Conducts field observations of the teams as identified by the supervisor.

Offers technical assistance to providers by explaining regulations and providing authoritative information.

Represents the Department at meetings and hearings, gives presentations as directed.

Develops quality assurance mechanisms to assure program activities are in compliance with federal and state laws, rules and regulations.

Interacts inter- and intra-departmentally with other agencies to improve the quality of care in long term care facilities and provide technical assistance to providers.

NOTE: 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.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Four (4) years of experience in a health facilities inspection program, one (1) year of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

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) years additional years of experience as indicated above for the Bachelor's degree.

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:
Rebecca Pietromonico, Senior Management Assistant
Health Facilities Evaluation and Licensing
Reference Posting #82-23
New Jersey Department of Health
PO Box 367
Trenton, NJ 08625-0367

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.***
- ***RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.***