



VACANCY ANNOUNCEMENT

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

Title Public Health Representative II [Classified Competitive]			Salary P21 \$52,560.55 - \$74,412.55
Posting Number 133-18	Position Number 949267	Number of Positions 1	Posting Period * From: 5/14/18 To: 5/28/18
Location: Department of Health/WIC Services, 50 East State., 6th Fl., Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under direction of a supervisory official, plans, coordinates, or may assist staff of a higher level with various aspects of a public health program; does other related duties as required.

Conduct covert Compliance Buys on current or new vendors for the purpose of investigation of a complaint and to assess compliance with Federal and State regulations. Conduct follow-up Compliance Buys after re-training of vendors. Prepare Compliance Buy packets for filing. Discuss status of Compliance Buys with Program Manager or Vendor Unit Supervisor to determine next course of action. Prepare appropriate paperwork and submit to Vendor Unit Supervisor or Program Manager for review. Assist in monitoring of current or new retail vendors. Prepare monitoring forms and submit to supervisor for review within two weeks of visit. Upon approval, prepare letter and advise vendors of compliance or non-compliance. Assist with conducting vendor training related to non-compliance issues. Monitor local agency and Farmers Market Nutrition Program/Senior Farmers Market Nutrition Program as requested by Program Manager. Assist with the Vendor and Farmers' Market re-authorization process that occurs every three years. Conduct other duties relative to Food Delivery Services and/or Vendor tasks as needed.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.
EXPERIENCE: Two (2) year of experience in a health or social service related program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services.
NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.
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:
PSTFHS@doh.nj.gov
- Mail the required documents to:
**Andrea Mahon, Executive Assistant 2
Family Health Services
Reference Posting #133-18
New Jersey Department of Health
PO Box 364
Trenton, NJ 08625-0364**

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dpf-663.dot).

** 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.*
- *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.*