



# VACANCY ANNOUNCEMENT

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

Title <b>Quality Assurance Coordinator [Classified Competitive]</b>			Salary <b>R29 \$75,736.83 - \$108,009.21</b>
Posting Number <b>143-18</b>	Position Number <b>025303</b>	Number of Positions <b>1</b>	Posting Period * From: <b>5/17/2018</b> To: <b>5/31/2018</b>
Location: <b>Trenton Psychiatric Hospital 100 Sullivan Way West Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

The position holder is to supervise and coordinate a team of investigators that ensure all allegations and suspicions of abuse, neglect and exploitation are properly investigated, and that the health, safety and well-being of individuals receiving services at New Jersey psychiatric hospitals are maintained. The position holder will be the supervisor of a unit of Quality Assurance Specialists. The position holder will be the liaison between the Department of Health, Division of Health Facility Survey & Field Operations, Office of Investigations and Trenton Psychaitric Hospital Risk Management, Employee Relations Office and hospital management.

This position is assigned to the Department of Health, Division of Health Facility Survey & field Operations, PO Box 367, 120 S. Stockton St., Trenton, NJ 08625, with a work location of Trenton Psychiatric Hospital listed above.

## 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:  
***PSTHFEL@doh.nj.gov***
- Mail the required documents to:  
**Christine Pogorzelski, Administrative Assistant 2  
Health Facilities Evaluation and Licensing  
Reference Posting #143-18  
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.***

PER-53  
MAR 18