



# VACANCY ANNOUNCEMENT

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

Title <b>Quality Assurance Specialist, Health Services [Classified Competitive]</b>			Salary <b>P26 \$68,635.84 - \$97,643.83</b>
Posting Number <b>216-19</b>	Position Number <b>Continuous Recruitment</b>	Number of Positions <b>Continuous Recruitment</b>	Posting Period * From: <b>11/07/2019</b> To: <b>02/07/2020</b>
Location: <b>Certificate of Need &amp; Licensing /Health Fac. Survey &amp; Field Operations 120 So. Stockton Street Trenton, New Jersey 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Division of Health Facility Survey & Field Operations, State Psychiatric Hospitals - The position requires the conduct of investigations of unusual incidents/allegations of abuse, neglect and exploitation involving individuals served by the Division of Mental Health and Addiction Services (DMHAS), at NJ psychiatric hospitals. Conducts interviews of witnesses, patients, hospital staff, guardians, etc. Collects, reviews, and analyzes documents, such as hospital policy records, hospital clinical records, patient records, employee records, etc. Collects, reviews, and analyzes physical evidence relative to an alleged incident of abuse, neglect, or exploitation, ie., testimonial evidence, photographic evidence, video evidence, etc.

Division of Certificate of Need & Licensing - Office of Mental Health and Addiction Services - Under the supervision of a Quality Assurance Coordinator conducts routine and unannounced licensing inspections, the issuance of deficiency reports based on the inspection and the requirement of a plan of correction. Participates in Office of Administrative Law hearings related to negative licensing actions and appeals; provides recommendations to facilities regarding proactive prevention and quality improvement; conducts unannounced inspections and provides technical assistance for currently licensed programs and those who would like to become licensed.

Vacancies assigned to the Department of Health, Division of Health Facility Survey & Field Operations, work location at State Psychiatric Hospitals or Division of Certificate of Need & Licensing - Office of Mental Health and Addiction Services.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

### LICENSE:

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

### EXPERIENCE:

Four (4) years of experience as a Registered Nurse, one (1) year of which is specialized experience including the monitoring and/or valuation of clinical or human services records and programs in a mental health, geriatric, health care setting, or human services agency.

**NOTE:** A Bachelor's degree, and three (3) years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human services agency which includes monitoring and/or evaluation of clinical or human services records and programs which may include allegations of abuse, neglect, exploitation, or incidents of client abuse or safety and well-being, 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 specialized experience.

### 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 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 Howley, 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>

Reference Posting #216-19  
New Jersey Department of Health  
PO Box 367  
Trenton, NJ 08625-0367

*\* 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  
SEPTEMBER 19