



# VACANCY ANNOUNCEMENT

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

Title <b>Public Health Representative 2 - Continuous Recruitment [Special Services (Hourly)]</b>			Salary <b>\$26.02 Hourly</b>
Posting Number <b>228-19</b>	Position Number <b>804411 (Multiple)</b>	Number of Positions <b>Multiple</b>	Posting Period * From: <b>8/12/2019</b> To: <b>11/12/2019</b>
Location: <b>CHSD/ Community Health and Wellness Unit Comprehensive Tobacco Program Field Work - Statewide</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

The New Jersey State Department of Health (NJDOH) is the designated Contractor for the Food and Drug Administration (FDA) Tobacco Inspection Program. These additional funds available from the FDA have enabled New Jersey to conduct year round state inspections assessing retailer's compliance with the age of sale requirements and other state and federal regulations.

**Responsibilities:** Conduct on-going tobacco compliance inspections, traveling extensively in urban, suburban and rural environments throughout New Jersey as needed with the assistance of minors employed as Student Associates. Follow strict protocol documenting retailers compliance with Federal/State tobacco regulations. Complete and submit all required forms, reports and administrative documentation-weekly, monthly, and as needed. Write clear detailed comments based on inspection observations. Maintain consistent and close communication with FDA Program Coordination Team through email/phone; handle/prepare evidence according to FDA protocols; participate in Monthly Quality Assurance Conference Calls (Evenings 5 PM). Recruit/train and supervise high school students between the ages of 16-17 to work with as Student Associates. Serve as a mentor to student recruits.

Proficient with various forms of technology. Familiarity driving/transporting in various conditions through New Jersey at varying times of day.

**LICENSE:** Appointee will be required to possess a valid driver's license with minimal infractions, vehicle and auto insurance; access to a computer as necessary to perform the essential duties of the position at the time of interview. Candidate must be able to drive extensively throughout New Jersey.

**GENERAL:** All candidates are required to pass a State and Federal Background Check, driving history check, pass on-line content based exam on inspection process.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**EXPERIENCE:** Two (2) years of experience in a health or social service related program-involving responsibility for interviewing, investigating, 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 valid driver's license valid in NJ 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:  
**PSTCHD@doh.nj.gov**
- Mail the required documents to:  
**Donna Wagner, Administrative Assistant 2  
Community Health Division**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

**Reference Posting #228-19**  
**New Jersey Department of Health**  
**PO Box 364**  
**Trenton, NJ 08625-0364**

*\* 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.***

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