



# VACANCY ANNOUNCEMENT

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

Title <b>Quality Assurance Technician [Classified Competitive]</b>			Salary <b>P21 \$58,031.09 - \$82,157.57</b>
Posting Number <b>236-23</b>	Position Number <b>037737,037134</b>	Number of Positions <b>2</b>	Posting Period * From: <b>03/20/2023</b> To: <b>04/10/2023</b>
Location: <b>Trenton Psychiatric Hospital 100 Sullivan Way, Trenton, NJ 08628</b>		Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	
<b>GENERAL DESCRIPTION</b>			
<p>Under direction of the Quality Assurance Coordinator, at Trenton Psychiatric Hospital, performs quality assurance functions to ensure compliance with established policies, procedures, and related standards for optimum clinical care and patient service delivery; performs other related duties as required.</p> <p><b>NOTE:</b> This position is covered by the Centers for Medicare and Medicaid Services (CMS) Rule and Executive Order 283, requiring all employees to be fully vaccinated. To comply with that requirement, employees must provide proof of vaccination status. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EXPERIENCE:</b> Two (2) years of administrative experience providing assistance in staffing, fiscal management, office administration or other support services in a business or government agency.</p> <p><b>PLUS</b></p> <p>Three (3) years of experience in resident care work involving the review of clinical records, monitoring patient care and treatment measures, and the determination of treatment goals.</p> <p><b>LICENSE:</b> 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 the essential duties of the position.</p> <p><b>Possession of a valid registration as a Licensed Practical Nurse in New Jersey.</b></p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PST.TPH@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>James Freeman, Manager 2, Human Resources Trenton Psychiatric Hospital Reference Posting # New Jersey Department of Health PO Box 7500 West Trenton, NJ 08628-7500</b></li> </ul>			
		<p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>	

- 
- *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.*