



VACANCY ANNOUNCEMENT

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

Title Public Health Representative 1, CD [Classified Competitive]			Salary R24 \$66,479.39 - 94,376.42
Posting Number 241-23	Position Number 943895	Number of Positions 1	Posting Period * From: 04/04/2023 To: 04/25/2023
Location: DOH HIV, STD, TB Services 55 N. Willow Street, Trenton NJ			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

This position supervises assigned data collectors (interviewers and abstractors), including training, ePAR review, and eCATS approval. Maintains cooperative work relationships with staff, peers and other key stakeholders. Employee will conduct field and administrative activities including making and documenting contact attempts, lead searches; conducting interviews and abstracting medical records of sampled participants and entering data into the Voxco, Tracking Module and OpenClinica databases. Develops, implements, and maintains a tracking system for assigning and monitoring staff performance. Position will review assigned work entered in program databases for accuracy and timeliness. Analyzes and addresses all errors/mistakes or work deficiencies with staff. Maintains all essential Medical Monitoring Project (MMP) interview records, token of appreciation reports, request for information (ROI) and mailing files. Reviews all interview records and maintain files securely for easy referencing. Serves as a liaison to health care providers or other partner agencies to facilitate and ensure positive outcomes/quality services. Provides consultation, training and coaching to staff and stake holders. Responds to inquiries from clients, other MMP program staff, and medical providers, and other health care facilities and forwards more complicated inquiries to project coordinator. Participates in all program calls, meetings, trainings and address monthly error reports. Attends conferences with the Centers for Disease Control and Prevention (CDC) and other meetings as requested. Participates in other events as required by the MMP, or the Division of HIV, STD and TB Services. This position develops and maintains knowledge base of emerging HIV trends/strategies, partner services referrals and updated CDC Surveillance guidelines.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Three (3) years of experience in a communicable disease related health or social service program which shall have included responsibility 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 additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in biological science, public health, public health nursing, social services, or other closely related subjects may be substituted for one (1) year of 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:
PSTHIVAIDS@doh.nj.gov
- Mail the required documents to:
**Patricia Laird, Administrative Assistant 1
HIV, STD and TB Services
Reference Posting #
New Jersey Department of Health
PO Box 363
Trenton, NJ 08625-0363**

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.

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- *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.*
 - **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.*