



VACANCY ANNOUNCEMENT

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

Title Administrator Psychiatric Social Services [Classified Competitive]			Salary &30 \$69,194.46 - \$100,330.50
Posting Number 288-18	Position Number 035711	Number of Positions 1	Posting Period * From: 9/13/2018 To: 9/27/2018
Location: Greystone Park Psychiatric Hospital 59 Koch Ave Morris Plains, NJ 07950			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
Under direction of the Clinical Director in a psychiatric hospital, or other supervisory official, is responsible for developing and maintaining an ongoing system of professional supervision and ongoing professional staff growth and development programs; maintains a high level of performance standards and a system of peer review; meets and maintains quality assurance and Joint Commission for the Accreditation of Healthcare Organizations (JCAHO) standards; participates in program planning, development, delivery, and evaluation of a coordinated and unified institutional and community based service delivery system as may be assigned; performs related work as required.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree supplemented by a Master's degree in Social Work from an accredited school of social work.</p> <p>EXPERIENCE: Five (5) years of post Master's experience in social work in a psychiatric setting, three (3) years of which shall have included supervisory experience in Psychiatric Social Work.</p> <p>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.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> Forward the required documents electronically to: PST.GPH@doh.nj.gov Mail the required documents to: Michelle Battle, Personnel Assistant 2 Greystone Park Psychiatric Hospital Reference Posting #288-18 New Jersey Department of Health 59 Koch Avenue Morris Plains, NJ 07950-4400 <p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <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.**