



# VACANCY ANNOUNCEMENT

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

Title <b>Nursing Consultant [Classified Non-Competitive]</b>			Salary <b>P28 \$73,767.82 - \$105,121.57</b>
Posting Number <b>364-18</b>	Position Number <b>943038</b>	Number of Positions <b>1</b>	Posting Period * From: <b>11/7/18</b> To: <b>11/21/18</b>
Location: <b>Family Health Services, Early Identification &amp; Monitoring 50 East State Street, 6th Floor, PO Box 364, Trenton NJ 08625-0364</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under the general supervision of a Coordinator, Primary and Preventative Health Services or the Program Manager, this position will work within the Birth Defects Registry (BDR) which oversees the mandated registrations of children with certain birth defects, congenital hearing loss, and Critical Congenital Heart Defects (CCHD). The BDR monitors more than 100,000 babies born annually. The mission of the EIM program is threefold: Provide public surveillance of the above noted conditions for the purpose of policy and planning; Refer all registered children for case management and/or Early Intervention services; and Conduct epidemiologic analysis of registry data.

This position is critical to the EIM program as this program. The Nursing Consultant's responsibilities will include:

- Review and evaluate BDR registrations to ensure compliance with State mandate.
- Contact health care provider offices for additional information as needed.
- Provide ICD10 coding to these registrations utilizing an electronic reporting system.
- Assist in collecting data and other information required to complete analytic studies.
- Maintain confidential records and files.

Therefore, this position would best fit an individual who has:

- Strong creation and presentation skills of data reports, charts and graphs.
- Ability to work with and educate health care providers.
- Strong organizational skills, data collection, and validation/quality management skills.
- Ability to review and evaluate related literature and communicate important developments.
- Ability to critically review and evaluate clinical records.
- Strong written and oral communication skills.
- Commitment to public health.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in Nursing or related health field and a Master's degree with a major course of study in Nursing Supervision, Administration, Public Health, Medical Care, Nursing, Health Education, or related health field.

**NOTE:** Applicants who do not possess the required Bachelor's degree but possesses an Associates degree in Nursing or graduated from an accredited School of Nursing may substitute two (2) years of additional clinical nursing experience as indicated

**NOTE:** Applicants who do not possess the required Master's degree may substitute one (1) year of additional clinical nursing experience as indicated.

**EXPERIENCE:** Six (6) years of clinical nursing experience in an acute care, long-term or community-based setting.

**LICENSE:** Current registration as a Professional Nurse in the State of New Jersey. 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 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:  
**PSTFHS@doh.nj.gov**
- Mail the required documents to:  
**Andrea Mahon, Executive Assistant 2  
Family Health Services**

### Required documents:

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

Reference Posting #384-18  
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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