



# VACANCY ANNOUNCEMENT

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

Title <b>Public Health Representative 2 (Communicable Disease) [Classified Competitive]</b>			Salary <b>P21 \$53,611.76-\$75,900.80</b>
Posting Number <b>415-18</b>	Position Number <b>943639</b>	Number of Positions <b>1</b>	Posting Period * From: <b>12/31/2018</b> To: <b>1/31/2019</b>
Location: <b>Statewide - Reports out of Newark and Trenton Offices Extensive Statewide Travel</b>			Scope of Eligibility/Open to: <b>Department of Health Employees</b>

### GENERAL DESCRIPTION

Performs administrative and field work activities required to promote objectives of STD/HIV Program. Organizes office/field work necessary to attain program objectives, analyzes public health problems involved, and develops effective work methods. Investigates reports of syphilis and HIV to determine if there are other people in the community who may have been exposed and need testing/treatment and referral for services. Counsels patients with syphilis and/or HIV and conducts field investigation activities to locate and refer for examination people who are suspected of having either syphilis or HIV. Provides management and analysis of syphilis and HIV cases to determine the source and spread of infection. Is responsible for all assigned cases ensuring timely completion of an original interview, re-interview and cluster interview, rapid follow-up of identified contacts and associates, ongoing analysis of source/spread/cluster relationships, rapid response to supervisory directives and timely closure of assigned cases. Maintains confidential files and records. Enters and manages case investigation data into CDRSS (Communicable Disease Reporting and Surveillance System) and PSWeb (Partner Services Web), the web-based computerized systems used to document/monitor/manage STD and HIV Partner Services Programs. Provides STD/HIV presentations at health fairs, schools, community-based organizations, and local health, state and national conferences regarding STDs. Maintains professional liaison with hospitals, health care facilities, schools, physicians, local health departments, and other cooperating agencies. Assists in training and provides technical assistance to local communicable disease investigators and STD clinics/providers. Participates in required conference calls, meetings, and trainings sponsored by the New Jersey Department of Health and CDC. Requires extensive statewide travel with a minimum of 2 to 3 days per week and may include out-of state travel. Performs other related duties as directed.

### 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 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 related subjects may be substituted for one (1) year of experience.

**LICENSE:** 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 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 2  
HIV, STD and TB Services  
Reference Posting #415-18  
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.***