



# VACANCY ANNOUNCEMENT

**The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until December 30, 2025.**

Title <b>Public Health Representative 3, Bilingual In Spanish and English [Unclassified]</b>			Salary <b>P18 \$50,737.29 - \$71,553.48</b>
Posting Number <b>E159-23</b>	Position Number <b>962025</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/16/2023</b> To: <b>03/30/2023</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service 135 E. State Street, 2nd Floor, Trenton, NJ 08625</b>		Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	
GENERAL DESCRIPTION			
<p>Under direction of the Communicable Disease Service, and as part of a statewide rapid response team, assists local health departments with investigation and contact tracing activities in response to COVID-19 and other infectious diseases in hotspot areas. Establishes, and maintains cooperative working relationships with county/local health department personnel involved in COVID-19 investigation and contact tracing. Assists local health department to provide training to temporary contract tracers. Collects COVID-19 and other infectious disease investigation and contact tracing data, enters it into appropriate data management system, and ensures data quality. Confers with physicians, patients, disease contacts, social workers, and others when preparing case and contact investigations, summary reports, and other data supporting diagnostic or reported vital statistics information. Conducts investigation of reports with incomplete reporting techniques, and maintains liaison with healthcare facilities, providers, schools, local health departments, and other cooperating agencies. Gives talks to interested groups and/or instructions to improve reporting techniques, accuracy of reports, and to increase knowledge and compliance with COVID-19 investigation and contact tracing. In conjunction with local health department staff, visits patients or contacts at home, at work, at health care facilities, or other locations to implement contact tracing and public health control actions.</p> <p><b>SPECIAL SKILL:</b> Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> One (1) year of experience in a health or social service related program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p><b>LICENSE:</b> 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"> <li>• Forward the required documents electronically to: <b>PSTEEOH@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>David Sellinger, Regulatory Officer 2 Epid., Environmental and Occupational Health Reference Posting #E New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369</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>			

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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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*