VACANCY
ANNOUNCEMENT

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

Title: Quality Assurance Coordinator
[Classified Competitive]

Salary: R29 $78,796.60 - $112,372.72

Posting Number: 11-20
Position Number: 096363
Number of Positions: 1
Posting Period *
From: 01/08/2020 To: 01/22/2020

Location:
Certificate of Need & Licensing / Health Fac. Survey & Field Operations
120 So. Stockton Street
P.O. Box 367
Trenton, New Jersey 08625

Scope of Eligibility/Open to:
All Departments/State Employees

GENERAL DESCRIPTION

Under the supervision of the Director's Office, the Quality Assurance Coordinator provides oversight to the daily operations and projects within the unit. The Quality Assurance Coordinator supervises and supports staff and inspectors ensuring compliance of regulations and resolution of regulatory citations impacting or with the potential to impact the health, safety or welfare of our vulnerable clients identified through the inspection process. Participates in Office of Administrative Law hearings related to negative licensing actions and appeals; provides recommendations to facilities regarding policies and procedures, compliance with regulations/laws/rules and quality improvement; and provides technical assistance for currently licensed programs and those who would like to become licensed. Participates in projects as requested by the Commissioner's Office; and supports the Director's office as requested.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

LICENSE:
A license as a Registered Nurse in the State of New Jersey.

EXPERIENCE:
Five (5) years of experience in the monitoring and/or evaluation of clinical or human services records and/or programs in a hospital or other health services facility or in a human services agency.

NOTE: A Bachelor’s degree, and four (4) years of experience in the monitoring and/or evaluation of clinical or human services records and/or programs in a hospital or other health services facility or in a human services agency may be substituted for the above license and experience requirements.

NOTE: A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated 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:
  PSTHFEL@doh.nj.gov

• Mail the required documents to:
  Christine Howley, Administrative Assistant 2
  Health Facilities Evaluation and Licensing
  Reference Posting #11-20
  New Jersey Department of Health
  PO Box 367
  Trenton, NJ 08625-0367

  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.
➢ 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.