



VACANCY ANNOUNCEMENT

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

Title Program Specialist 3 Social Human Services -Court Services 8:30am to 4:30pm [Classified Competitive]			Salary R26 \$71,408.73 to \$101,588.61
Posting Number 14-22	Position Number 033870	Number of Positions 1	Posting Period * From: 01/04/2022 To: 01/18/2022
Location: Greystone Park Psychiatric Hospital 59 Koch Avenue Morris Plains, NJ 07950		Scope of Eligibility/Open to: Greystone Psychiatric Hospital Employees	
GENERAL DESCRIPTION			
<p>Under the direction of the Associate Hospital Administrator 2, provides coverage for all areas of the Court Coordination office to ensure smooth operation of all Superior Court cases to meet the needs of the Judges, staff and patients. Coordinates the guardianship application process to ensure clinician's certifications are completed. Ensures Court Coordination office staff is compliant with all mandatory training. Provides monthly summary information of court-related trends and patterns to the Associate Hospital Administrator 2.</p> <p>Note- Only employees who applied to Promotion Examination PS2659H will be considered for this opportunity.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree</p> <p>EXPERIENCE: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis</p> <p>NOTE: A Master's degree in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare may be substituted for one (1) year of experience.</p> <p>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.</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 #14-22 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>* Responses received after the closing date MAY be considered if the position is not filled.</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.*