



# 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 \$58,031.09 - \$82,157.57</b>
Posting Number <b>27-23</b>	Position Number <b>952657</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/13/2023</b> To: <b>06/13/2023</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service/ Vaccine Preventable Disease Program 135 East State Street, 1st Floor, Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under the direction of the Supervising Public Health Representative or other Supervisory Official this position is responsible for conducting grant mandated annual VFC Compliance Site Visits, assessment feedback visits, and additional unannounced storage and handling site visits to public and private provider sites. Conducts follow-up activities as needed. Enters immunization information into a CDC developed software program and accurately read and provide feedback information, along with methods of improving immunization rates, in a positive manner to promote program objectives. Serves as the backup AFIX Coordinator and conduct all duties in the absence of the Supervising Public Health Representative. Responds to inquiries or requests from public and others for information concerning vaccines and vaccine availability. Establishes and maintains effective work relationships with local health departments and private provider sites receiving VFC vaccines. Prepares clear, sound, accurate and informative statistical and other reports containing findings, conclusions, and recommendations. Conducts public health surveys and follow-up activities and compile data obtained. Maintains essential records and files. Identifies educational needs of enrolled and active providers within the VFC Program, in order to provide support in meeting the requirements set forth by the CDC and the NJ VFC Program. Ensures each provider has an emergency response plan in the event of power failure to maintain efficacy of all VFC vaccines. Conducts investigations for allegations of fraud and abuse, and liaison with the Centers for Medicare and Medicaid Services. Assists the Vaccine Preventable Disease Program in the event of a public health emergency by providing a field or office response outside of normal business hours. Establishes and maintains effective work relationships with local health departments, hospital infection control person, coalitions, and other individuals or organizations having an impact on immunization activities and disease control in area of responsibility. Monitors and/or performs investigations of reported and suspected cases of vaccine-preventable childhood diseases. Responds to all inquiries or requests from public and others for information concerning vaccines and vaccine-preventable disease and immunization program activities. Organizes work activities to establish an area profile on local immunization activities. Monitors and maintain all state and federal records for OMB and state audits conducted annually.

## 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 responsibilities 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 services 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, and/or other related subjects may be substituted for one (1) year of 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:  
***PSTEEOH@doh.nj.gov***
- Mail the required documents to:  
**David Sellinger, Regulatory Officer 2  
Epid., Environmental and Occupational Health**

### Required documents:

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

- *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.*