



VACANCY ANNOUNCEMENT

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

Title Supervisor of Inspections, HFEL [Classified Competitive]			Salary \$29 \$81,979.98 - \$116,912.67
Posting Number 36-22	Position Number 096271	Number of Positions 1	Posting Period * From: 01/07/2022 To: 01/21/2022
Location: Health Facility Survey & Field Operations 120 So. Stockton St. Trenton, New Jersey 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the direction of the Program Manager, coordinates and supervises the day-to-day activities of the Training Team Members assigned, to ensure that there is a comprehensive, coordinated and effective program for the orientation, training and development of Division staff. Also, ensures that the public is informed of current health issues related to the division's mission. Develops or oversees the development of curriculum for the orientation programs.

Prepares annual staff training plans. Conducts or coordinates the training based upon the plan. Ensures that staff are able to attend required state/federal training. Conducts or coordinates training for providers and consumers as required by state/federal mandates and current needs.

Evaluates the effectiveness of the overall training program and revises it based upon the results of the evaluations. Responsible for evaluation of performance and PAR reviews for assigned staff. Collects and maintains statistical information for the Program Manager to be used for budget purposes. Assists the Program Manager with other operational responsibilities to facilitate functioning of the unit.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in a health facilities inspection program, one (1) year of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: Applicants who do not possess the required Bachelor's degree but have graduated from an accredited school of nursing and possess a license as a Registered Professional Nurse (RN) may substitute two (2) years additional years of experience as indicated above for the Bachelor's degree.

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, Executive Assistant 3
Health Facilities Evaluation and Licensing
Reference Posting #36-22
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.*

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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.*