



VACANCY ANNOUNCEMENT

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

Title Program Specialist 3 Social Human Services [Classified Competitive]			Salary R26 \$72,836.90 - \$103,620.41
Posting Number 69-23	Position Number 054556	Number of Positions 1	Posting Period * From: 01/19/2023 To: 02/02/2023
Location: Ancora Psychiatric Hospital 301 Spring Garden Rd, Ancora NJ 08037			Scope of Eligibility/Open to: Ancora Psychiatric Hospital Employees

GENERAL DESCRIPTION

Under the direction of a Program Specialist 4, Social/Human Services, or other supervisory officer in a State department or agency, directly supervises professional and/or technical staff engaged in program activities; perform the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social services programs; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

This position will work with consultants and administration to develop training curriculum for the Medical Security Officers program.

The PS3 will perform complex analysis to improve hospital operations, conduct surveys, supervise, administer, plan and organize the Medical Security department to enhance hospital performance in accordance with Joint Commission and Centers for Medicare and Medicaid Services. Experience in development of a Special Instruction service Unit (SISU) is required.

Preference will be given to those who are certified as a Therapeutic Options Trainer, and have 2 or more years experience working on a SISU Team.

NOTE: This position is covered by the Centers for Medicare and Medicaid Services (CMS) Rule and Executive Order 283, requiring all employees to be fully vaccinated. To comply with that requirement, employees must provide proof of vaccination status. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this Vacancy Announcement.

NOTE: Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption may be removed from employment.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program

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

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.

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.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PST.APH@doh.nj.gov

- Mail the required documents to:

**Nancy Bill, Manager 2, Human Resources
Ancora Psychiatric Hospital
Reference Posting #69-23
New Jersey Department of Health
301 Spring Garden Road
Hammonton, NJ 08037**

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.***
- ***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.***