



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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

| Title<br><b>Supervisor of Nursing Services<br/>[Classified Competitive]</b>  |                                  | Salary<br><b>S24 \$68,806.17 - \$97,679.61</b>  |   |
|--|----------------------------------|---|---|
| Posting Number<br><b>75-24</b>   | Position Number<br><b>070195</b> | Number of Positions<br><b>1</b>   | Posting Period *<br>From: <b>01/23/2024</b> To: <b>02/06/2024</b> |
| Location:<br><b>Ann Klein Forensic Center</b>  |                                  | Scope of Eligibility/Open to:<br><b>All Departments/State Employees</b>   |   |
| GENERAL DESCRIPTION  |                                  |   |   |
| <p>Either (a) under direction of a Director of Nursing Services or other supervisory official in a state hospital or institution, has charge of the general nursing care of patients in an assigned building or other area, or (b) under direction of a Director of a Narcotic Clinic or other supervisory official in a state narcotic clinic has charge of the general nursing care of clinic patients; does related work as required.</p> <p>This position is for the Evening Shift: Hours are 2:45 pm - 11:15 pm.</p>  |                                  |   |   |
| REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)   |                                  |   |   |
| <p><b>EDUCATION:</b> Graduation from an accredited School of Nursing.</p> <p><b>EXPERIENCE:</b> Two (2) years of experience as a professional nurse in a hospital, clinic, school system, or other institution. (Private duty experience is not acceptable experience).</p> <p><b>LICENSE:</b> Registration or eligibility for registration as a professional nurse in the State of New Jersey.</p> <p>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 the essential duties of the position.</p> <p><b>SPECIAL NOTE:</b> A School Nurse Certificate issued by the New Jersey Department of Education will be required for appointment to educational facilities identified by the New Jersey Department of Education.</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"> <li>• Forward the required documents electronically to:<br/><b>PST.AKFC@doh.nj.gov</b></li> <li>• Mail the required documents to:<br/><b>Cheryl V. Manson, Manager 2, Human Resources<br/>Ann Klein Forensic Center<br/>Reference Posting #75-24<br/>New Jersey Department of Health<br/>PO BOX 7717<br/>West Trenton, NJ 08628-7717</b></li> </ul>  |                                  | <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at:<br/><a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p> |   |



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(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.

**PHEL Candidates:**

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.

**Direct Client Care:**

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.

**New Jersey  
First Act:**

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.

**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.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**