



VACANCY ANNOUNCEMENT

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

Title Quality Assurance Specialist Health Services [Classified Competitive]			Salary P26 \$68,635.84 - \$97,643.8
Posting Number 293-20	Position Number 959122	Number of Positions 1	Posting Period * From: 09/24/2020 To: 10/08/2020
Location: Division of Family Health Services Special Child Health an Early Intervention Services Newborn Screening and Genetic Services PO Box 364, Trenton, NJ 08625-0364			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the direction of the Newborn Screening and Genetic Services Supervising Public Health Representative (Supervising PHR), carries out program evaluations related to all aspects of follow-up of infants with abnormal screening results. In addition, provides support in carrying out administrative services.

Collects, reviews and analyzes newborn screening data and prepares specifically assigned, routine reports in order to facilitate the follow-up process; reviews case records and follow-up team functioning for compliance with policies, assures that cases with presumptive positive and borderline abnormal laboratory results are followed as per established protocol. Identifies and analyzes factors that contribute to adverse outcomes, such as a decrease in turnaround time or noncompliance, tracks infants with abnormal laboratory results to verify that the cases are progressing on an acceptable schedule in accordance with established protocol. Assumes the responsibility for follow-up of problem cases referred by the Public Health Representatives; notifies the Supervising PHR, develops a plan for action; carries out the plan; evaluates the outcome and reports on progress, findings, and recommendations to the Supervising PHR. Assists in organizing the workflow in order to facilitate the work of the Public Health Representatives to follow each case to disposition/Diagnostic code status; assures registration of the diagnosed infant with the Birth Defects Registry.

Serves as back-up for the Supervising PHR by assisting with orientation of new staff and serves as back-up liaison to Perkin Elmer on matters related to computer activities and newborn screening.

Participates in policy review and development by assuming responsibility for coordination of all consultant/advisory meetings; meetings to be held at least once per year; assures timely scheduling and mailing of agendas and that summaries are complete and submitted to the Supervising PHR. Prepares data reports and summaries.

Assures that site visits to hospitals and birthing centers are conducted per established protocol.

Serves as liaison for follow-up referrals from other states as necessary.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

License: A license as a Registered Nurse in the State of New Jersey.

Experience: Four (4) years of experience as a Registered Nurse, one (1) year of which is specialized experience including the monitoring and/or evaluation of clinical or human services records and programs in a mental health, geriatric, health care setting, or human services agency.

Note: A Bachelor's degree, and three (3) years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human service agency which includes monitoring and/or evaluation of clinical or human services records and programs which may include allegations of abuse, neglect, exploitation, or incidents of client abuse or safety and well-being, may be substituted for the above license and experience requirements.

Note: A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated specialized 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:
PSTFHS@doh.nj.gov
- Mail the required documents to:
Catherine Terrero, Clerk Typist Bilingual Eng&Span
Family Health Services
Reference Posting #293-20
New Jersey Department of Health
PO Box 364
Trenton, NJ 08625-0364

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.*

PER-53
AUGUST 20