



# VACANCY ANNOUNCEMENT

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

Title <b>Program Manager, Health Facilities [Classified Competitive]</b>			Salary <b>&amp;32 \$90,556.76 - \$129,427.04</b>
Posting Number <b>296-20</b>	Position Number <b>947063</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/24/2020</b> To: <b>10/08/2020</b>
Location: <b>Health Facility Survey &amp; Field Operations PO Box 367, 120 S. Stockton St. Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Department of Health Employees</b>

## GENERAL DESCRIPTION

Responsible for the management and oversight of all State Survey Activities, including standard surveys and complaint investigations for all Licensed Assisted Living/Medical Day Care/Dementia Care Homes. Assures these surveys are conducted in accordance with State regulations, and within required time frames. Manages the activities and personnel of the Assisted Living/Medical Day Care Program/dementia care homes. Interacts with industry members and representatives. Conducts formal presentations. Develops and implements policies and procedures. Assists the Division Director in operational activities of the unit.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

**Experience:** Five (5) years of experience involving the evaluation, inspection or surveying of health care facilities/services, two (2) years of which shall have been in a supervisory capacity.

OR

Five (5) years of health care facilities/services experience which may include professional experience as a nurse, nurse administrator, dietician, pharmacist, or related health care field, two (2) years of which shall have involved responsibility for staff supervision and oversight of operational activities.

**Note:** A Master's degree in Health Care Financing, Hospital Administration, Health Education, Health Planning, Public Health, Public Administration, Business Administration, Nursing, Social Work, or Statistics may be substituted for one (1) year of indicated non supervisory experience.

**Note:** A Doctoral degree in any of the above or related fields or a Juris Doctorate may be substituted for two (2) years of non-supervisory experience.

**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) additional years of experience as indicated above for the Bachelor's degree.

**Note:** Appointees may be required to complete training and obtain certification to comply with Federal survey/certification requirements, specific to assigned programs, within twelve (12) months of appointment. Appointees may be required to complete additional training to maintain certification.

**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 the essential duties of this position.

## 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:  
**Debra Soto, Senior Management Assistant  
Health Facilities Evaluation and Licensing**

### 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.*