



VACANCY ANNOUNCEMENT

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

Title Coordinator Primary & Preventive Health Services [Classified Competitive]			Salary \$29 \$78,796.60 - \$112,372.72
Posting Number 322-20	Position Number 939205	Number of Positions 1	Posting Period * From: 10/13/2020 To: 10/27/2020
Location: PO Box 364 Trenton, NJ 08625-0364			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the supervision of the Reproductive and Perinatal Health Services (RPHS) Program Manager, the Coordinator is responsible for managing the programmatic, administrative and fiscal oversight of the Healthy Women Healthy Families grantee program including the Doula Program, the Fetal Alcohol Spectrum Disorders and Perinatal Addiction Prevention Project, the Sudden Infant Death Syndrome Resource Center, and the Postpartum Mood Disorders Program, Maternal Mortality Review, and Fetal Infant Mortality Review. The Coordinator will work with all three Maternal Child Health Consortia in the coordination and development of comprehensive perinatal/pediatric regional plans. The Coordinator will coordinate the development, review and updating of policies and procedures in accordance with departmental requirements, existing and changing methods for program and service delivery with consideration of feasibility and costs; prepares responses and reports as requested and responds to correspondence including letter, e-mail, legislative comments, commissioner referrals and other work-related documents in accordance with established guidelines and administrative procedures. The Coordinator will supervise professional and support staff within RPHS, participate in the recruitment, selection and training of staff, evaluating performance and conduct as appropriate and in accordance with Departmental policies and procedures. Additionally, the Coordinator will represent the Department, Division, and/or Program on various committees, councils, boards, and other groups as assigned.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Five (5) years of experience in the consulting, planning, implementing, and/or monitoring of health programs and/or service systems, health care delivery systems or facilities with a health care agency or institution, one (1) year of which shall have been in a supervisory capacity.

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

NOTE: A Master's degree in Public Health, Nutrition, Health Education, Health Administration, Medical Care administration, Hospital Administration, Sociology, or Social Work may be substituted for one (1) year of the nonsupervisory experience.

LICENSE: Appointee 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.

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 #322-20
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.

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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.*

PER-53
AUGUST 20