



# VACANCY ANNOUNCEMENT

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

Title <b>Quality Assurance Specialist, Health Services [Classified Competitive]</b>			Salary <b>P26 \$72,836.90 - \$103,620.41</b>
Posting Number <b>419-23</b>	Position Number <b>037007</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/19/2023</b> To: <b>10/03/2023</b>
Location: <b>Ann Klein Forensic Center 1609 Stuyvesant Avenue Trenton, NJ 08628</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Under the direction of the Quality Assurance Coordinator facilitates Performance Improvement projects, Root Cause Analysis, Proactive Risk Assessment Intense analysis into graphical report format to be presented to hospital's leadership committee. The selected candidate will facilitate Department Performance Improvement projects by utilizing the Plan, Do, Study and Act (PDSA) design and make all efforts to follow model for quality improvement. Responsible for providing an analysis when reviewing medical records for appropriate documentation per hospital policy. Will trace patients through all aspects of direct care and create reports. Reviews quality of treatment plans to ensure "golden thread" of whether the assessment drives treatment planning and intervention are appropriate and implemented. Will also be responsible for participating in ongoing survey readiness activities through tracer activities, and in preparation for the Joint Commission survey.

## 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 services 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:  
***PST.AKFC@doh.nj.gov***
- Mail the required documents to:  
**Cheryl V. Manson, Manager 2, Human Resources  
Ann Klein Forensic Center  
Reference Posting #419-23  
New Jersey Department of Health  
PO BOX 7717  
West Trenton, NJ 08625-7717**

### 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.*
  - **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.*