



# VACANCY ANNOUNCEMENT

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

Title <b>Program Specialist Trainee [Classified Non-Competitive]</b>			Salary <b>P95 \$43,753.77 - \$45,731.91</b>
Posting Number <b>429-20</b>	Position Number <b>943030 &amp; 959133</b>	Number of Positions <b>2</b>	Posting Period * From: <b>11/23/2020</b> To: <b>12/07/2020</b>
Location: <b>Community Health Services Division CHWU/ Heart Disease and Stroke Program 50 E State Street, 6th Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of a supervisor in the Heart Disease and Stroke Program, will receive on the job training in the planning, operation, implementation, monitoring of programs designed to address the needs of at-risk populations. Completes assignments which will provide practical planning, coordination, implementation experience. Assists in the development and coordination of new initiatives and existing heart disease and stroke programs, special projects and campaigns.</p> <p>Appointees who complete the twelve (12) month training period successfully will be eligible for advancement to the journeyman level title.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<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: <b><i>PSTCHD@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Donna Wagner, Administrative Assistant 2 Community Health Division Reference Posting #429-20 New Jersey Department of Health PO Box 355 Trenton, NJ 08625-0355</b></li> </ul> <p style="text-align: right;"><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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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.*

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AUGUST 20