



VACANCY ANNOUNCEMENT

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

Title Associate Hospital Administration 1 [Unclassified]			Salary &35 \$110,546.27 - \$158,260.13
Posting Number 438-23	Position Number 036842	Number of Positions 1	Posting Period * From: 05/30/2023 To: 06/13/2023
Location: Trenton Psychiatric Hospital 100 Sullivan Way, Trenton, NJ 08628			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the administrative direction of the Chief Executive Officer at Trenton psychiatric hospital, organizes, develops, and directs systematic administrative support services and/or clinical services to ensure that division, institution, and accrediting standards are maintained. In the absence of the Chief Executive Officer, may assume the duties of planning, directing, and coordinating all hospital or facility activities to maintain full patient care in accordance with accepted standards; manages staff and work activities; prepares and signs official performance evaluations for subordinate staff; does related duties as required.

NOTE: As per Executive Order 325, the State of New Jersey is requiring all employees to be fully vaccinated. To comply with that requirement, employees must provide proof of vaccination status. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this Notice of Vacancy.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Master's degree in Hospital Administration, Public Administration, Public Health, Business Administration or Mental Health Administration, Psychology, Social Work, Nursing, Rehabilitation, or related field.

EXPERIENCE: Five (5) years of administrative experience managing a significant service of program in a psychiatric or general hospital, large mental health facility, or social services agency dealing with the mentally ill.

NOTE: Applicants who do not possess a Master's degree may substitute one (1) year of additional experience as indicated above.

NOTE: In the Department of Military and Veterans Affairs, appointees may be required to possess a valid nursing license issued by the State of New Jersey.

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 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.TPH@doh.nj.gov
- Mail the required documents to:
**James Freeman, Manager 2, Human Resources
Trenton Psychiatric Hospital
Reference Posting #
New Jersey Department of Health
PO Box 7500
West Trenton, NJ 08628-7500**

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 , or call CSC at (833) 691-0404.*