



VACANCY ANNOUNCEMENT

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

Title COORDINATOR OF SUPPLY SUPPORT OPERATIONS [Classified Competitive]			Salary \$19 \$53,050.20 - \$74,905.98
Posting Number 445-23	Position Number 009606	Number of Positions 1	Posting Period * From: 09/15/2023 To: 09/29/2023
Location: Public Health Environmental Laboratory- Client Services 3 Schwarzkopf Dr. Ewing, NJ 08628		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>This position will work with Program Managers to expand and improve the existing support services necessary to maintain Public Health Laboratory Services testing laboratories; this includes supply distribution, sterilization and medical waste disposal, cleaning and/or sterilizing glassware for the laboratory. Supervise staff to provide adequate support services for the laboratory. Coordinate the writing, copy editing, and transferring the unit Standard Operating Procedures (SOP) into Qualtrax document management System. Ensure unit staff adhere to safety SOPs in the performance of their daily tasks. Responsible for the unit staff electronic performance assessment review (ePAR). Perform duties assigned in support of their Public Health Laboratory Services (PHLS) and Public Health Environmental Laboratory (PHEL) tasks.</p> <p>Preference will be given to candidates with experience in the use of autoclave and other sterilization equipment, washing and cleaning of laboratory glassware, media preparation, routine quality system verifications, and handling, packaging, and shipping of biohazardous waste.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EXPERIENCE: Five years of experience in a warehouse operation involving the receiving, storing and distributing of various materials and supplies including biological, chemical and medical supplies, three years of which shall have been in a supervisory capacity.</p> <p>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.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PSTLABS@doh.nj.gov</i> • Mail the required documents to: Tora Nance, Administrative Assistant 2 Public Health and Environmental Laboratories Reference Posting #445-23 New Jersey Department of Health PO Box 361 Trenton, NJ 08625-0361 <p style="text-align: right;">Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <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.*
 - **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.*