



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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

Title Program Specialist Trainee [Classified Non-Competitive]			Salary P95 \$46,431.86 - \$48,531.07
Posting Number 753-23	Position Number 961972	Number of Positions 1	Posting Period * From: 10/24/2023 To: 11/07/2023
Location: Public Health Environmental Laboratory - Newborn Screening 3 Schwarzkopf Dr, Ewing, NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under close supervision of a Program Specialist 3 or other supervisory officer, assists in the planning, operation and coordination, implementation, and upgrading of Newborn Screening (NBS) systems, including the transition of results reporting to an electronic system (eReports), of a specimen tracking system in conjunction with specimen courier, of an electronic messaging system for specimen submission between the NBS sample submitters and the NBS laboratory, and other new projects. Learns to monitor and evaluate the impact of the changes through data analysis. Assists in the preparation of and reviews reports, letters, and other correspondences from the NBS lab to hospitals and healthcare providers, including but not limited to, laboratory results reports, billing reports, and requests for additional specimens.</p> <p>The trainee works together with other laboratory staff to assist in generating and distributing Key Performance Indicator reports to hospitals and birthing centers and Quality Indicator reports to other Newborn Screening stakeholders. Establishes business and working relationships with hospitals, physicians, and other specimen submitters. Maintains essential records and files, including but not limited to, up-to-date contact information for all specimen submitters and result reports recipients. Responds to inquiries regarding program activities, operations, and requests via phone, mail, and/or fax. Responds to requests from hospitals and healthcare providers for orders of IEM1 (filter paper dried blood spot collection cards), and IEM1a kits and other supplies provided to them by the NBS lab. Maintains inventory of NBS IEM1 and IEM1a collection devices and orders more as necessary.</p> <p>ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles: Program Specialist 1, Program Specialist 1 (Socio-Economic Programs), Program Specialist 1 (Social/Human Services), or Program Specialist 1 (Regulatory Programs). The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>NOTE: Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain a certification as a Quality Control Inspector, issued by an agency accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Program Notice 14-4. Training is required to be successfully completed subsequent to advancement to the primary title, Program Specialist 1, Socio-Economic Programs.</p>			



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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:
PSTLABS@doh.nj.gov
- Mail the required documents to:
Tora Nance, Administrative Assistant 2
Public Health and Environmental Laboratories
Reference Posting #753-23
New Jersey Department of Health
PO Box 361
Trenton, NJ 08625-0361

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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IMPORTANT NOTES

**State as a Model Employer
of People with Disabilities
(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.

PHEL Candidates:

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.

Direct Client Care:

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.

**New Jersey
First Act:**

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.

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.

Authorization to Work:

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

The New Jersey Department of Health is an Equal Opportunity Employer.