



# VACANCY ANNOUNCEMENT

The Department of Health received funding through the American Rescue Plan Act (ARPA) of 2021 to establish temporary unclassified positions to provide additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; and state and local governments. This funding supports the governmental public health response to COVID-19. These positions will be comprised of Unclassified Career Service titles within the Department of Health and will expire on or before December 31, 2025.

| Title<br><b>Public Health Representative Trainee<br/>[Unclassified]</b>  |                                  |  | Salary<br><b>P95 \$46,431.86 - \$48,531.07</b>                    |
|--|----------------------------------|--|---|
| Posting Number<br><b>A35-23</b>  | Position Number<br><b>901728</b> | Number of Positions<br><b>1</b>  | Posting Period *<br>From: <b>01/13/2023</b> To: <b>04/13/2023</b> |
| Location:<br><b>DOH-DHSTS, 55 N. Willow Street, Trenton NJ</b>   |                                  | Scope of Eligibility/Open to:<br><b>Applicants who Meet the Requirements</b> |   |
| GENERAL DESCRIPTION  |                                  |  |   |
| <p>This position will be trained to investigate reports of COVID-19 and other infectious diseases to determine if there are other people in the community who may have been exposed and need testing/treatment/referral for services. This will ensure a trained workforce to address any future COVID-19 outbreaks as well as prevent future outbreaks of other infectious diseases, like syphilis and HIV. This position is responsible for counseling patients with infectious disease and conducting field investigative activities to locate and refer for examination people who are suspected of having an infectious disease. The successful candidate will be required to perform field investigative activities in areas like COVID-19, syphilis and HIV. The successful candidate provides management and analysis of infectious disease cases to determine the source and spread of infection. The person is responsible for all assigned cases ensuring completion of an original interview, re-interview and cluster interview, rapid follow-up of identified contacts and associates, ongoing analysis of source/spread/cluster relationships, rapid response to supervisory directives, and timely case closure. This is a field based position that may require work and travel throughout the State of New Jersey and may require use of personal vehicle to do field investigations.</p> <p><b>ADVANCEMENT:</b> Appointees who successfully complete the 12-month training period will be eligible for promotion to the title among the following for which they have been trained: Public Health Representative 3, Public Health Representative 3 Communicable Disease, Public Health Representative 3 Certified Tumor Registrar.</p> <p>The inability of an employee in this trainee title to attain a level of performance warranting advancement to a title listed above shall be considered as cause for separation.</p> |                                  |  |   |
| REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)   |                                  |  |   |
| <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 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"> <li>• Forward the required documents electronically to:<br/><b>PSTHIVAIDS@doh.nj.gov</b></li> <li>• Mail the required documents to:<br/><b>Patricia Laird, Administrative Assistant 1<br/>HIV, STD and TB Services<br/>Reference Posting #A35-23<br/>New Jersey Department of Health<br/>PO Box 363<br/>Trenton, NJ 08625-0363</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at:<br/><a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p>* Responses received after the closing date MAY be considered if the position is not filled.</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.*