



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 Supervisor of Inspections, HFEL [Classified Competitive]			Salary \$29 \$86,546.27 - \$123,424.67
Posting Number 259-24	Position Number 952003	Number of Positions 1	Posting Period * From: 4/12/2024 To: 4/26/2024
Location: Health Facility Survey and Field Operations 120 So. Stockton Street Trenton, New Jersey 08625			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Under the direction of a Program Manager of the Health Facility Survey & Field Operations Program, perform oversight activities to ensure access to safe and quality care in all licensed Adult & Pediatric Day Care Facilities, Assisted Living Residences, Assisted Living Programs and Comprehensive Personal Care Facilities throughout the State.

Organizes, plans and directs activities related to the state licensure inspection process.

Coordinates and supervises the day-to-day activities of assigned staff: one Supervising Health Care Facility Evaluator and professional evaluator staff. Performs required staff evaluations and provides staff development as needed.

Assures that all surveys are conducted on a timely basis following established protocols to identify areas where the facility is not providing the required care and services.

Reviews survey documents and makes appropriate recommendations regarding licensure, enforcement and referrals to other agencies.

Conducts field observations of the teams as identified by the supervisor.

Offers technical assistance to providers by explaining regulations and providing authoritative information.

Represents the Department at meetings and hearings, gives presentations as directed.

Develops quality assurance mechanisms to assure program activities are in compliance with federal and state laws, rules and regulations.

Interacts inter- and intra-departmentally with other agencies to improve the quality of care in long term care facilities and provide technical assistance to providers.

NOTE: This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)



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NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) years of professional experience in a health facilities inspection program, one (1) year of which shall have been in a supervisory capacity.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

OR

Possession of a license as a Registered Professional Nurse (RN) from an accredited school of nursing; and six (6) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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 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:
PSTHFEL@doh.nj.gov
- Mail the required documents to:
**Rebecca Pietromonico, Senior Management Assistant
Health Facilities Evaluation and Licensing
Reference Posting #259-24
New Jersey Department of Health
PO Box 367
Trenton, NJ 08625-0367**

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.