



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 QUALITY ASSURANCE SPECIALIST, HEALTH SERVICES, NURSING [Classified Competitive]			Salary P28 \$82,643.36 - \$117,769.55
Posting Number 284-24	Position Number 959123	Number of Positions 1	Posting Period * From: 4/25/2024 To: 5/9/2024
Location: Family Health Services/Special Child Health Services 55 N. Willow St.Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Within Special Child Health Services, under the immediate supervision of Program Specialist 4, this position will promote and support the activities within the Family Centered Care Services (FCCS) program. FCCS includes a Statewide County-based Case Management Unit (CMU) system.

The Quality Assurance Specialist, Health Services, Nursing will provide programmatic and fiscal monitoring for CMU grants. This includes prep notice of availability of funding, negotiate budgets, process grants within State of New Jersey Systems for Administering Grants Electronically (SAGE), monthly telephone calls, annual site visits, quarterly expenditure monitoring.

The Quality Assurance Specialist, Health Services, Nursing will be responsible for fiscal management of programs including spending plans, grants, and expenditure reports accordance with Department guidelines, as well as provide nursing consultation through program site visits on a yearly bases or as needed including telephone monitoring, and in the development and delivery of training and technical assistance to grantees, nurses, social workers, other health care providers and / or the public.

This position will be required to develop and implement program yearly goals and objectives, respond to public inquiries for nursing/health information and resources, and represent the Department on boards, councils, and committees.

Additional responsibilities will include outreach to community-based agencies and providers to collaborate on issues across systems serving children and youth with special health care needs in addition to preparing and contributing to narrative and statistics in the Maternal Child Health Block Grant application.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EXPERIENCE

Four (4) years of experience as a Registered Nurse, one (1) year of which shall have included the monitoring and evaluation of clinical records and programs in a health care setting.

NOTE: A Master's degree in Public Health, Nursing or other field related to health care may be substituted for one (1) year of experience.

LICENSE

Applicants must possess a current license as a Registered Nurse in the State of New Jersey.

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.



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IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTFHS@doh.nj.gov

- Mail the required documents to:

Juliet Taylor, Senior Management Assistant

Family Health Services

Reference Posting #

New Jersey Department of Health

PO Box 364

Trenton, NJ 08625-0364

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.