



# 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 <b>Assistant Director of Nursing Services [Classified Competitive]</b>			Salary <b>\$27 \$78,926.30 - \$112,379.84</b>
Posting Number <b>299-24</b>	Position Number <b>TBD</b>	Number of Positions <b>5</b>	Posting Period * From: <b>04/30/2024</b> To: <b>05/14/2024</b>
Location: <b>Trenton Psychiatric Hospital 100 Sullivan Way Trenton, NJ 08628</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

### GENERAL DESCRIPTION

A position in this job category typically functions as a manager of an organizational unit; plans in-service training; administers a quality assurance program and a compliance program for accreditation; evaluates the overall operation of the program or service; investigates complaints; analyzes statistical data; advises health care providers or facilities of methods of compliance with standards regarding delivery of services; confers with other professionals; provides technical advice to staff, peers, or management.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelors degree in Nursing.

**EXPERIENCE:** Six (6) years of experience as a Registered Nurse. Three (3) years of the required experience shall be in a first in-line supervisory capacity involving the care and treatment of psychiatric, geriatric, or developmentally disabled patients.

**NOTE:** Applicants who do not possess the Bachelors degree in Nursing must possess one (1) additional year of non supervisory experience.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Appointee will be required to possess a current professional license as a Registered Nurse valid in the State of New Jersey.

**SUBSTITUTION:** A Master's degree in Mental Health/Psychiatric Nursing, Nursing Education, Nursing Administration, or Health Services Administration may be substituted for one (1) year of the required non-supervisory experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if 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:  
**PST.TPH@doh.nj.gov**
- Mail the required documents to:  
**James Freeman, Manager 2, Human Resources  
Trenton Psychiatric Hospital**

#### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>



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**Reference Posting #299-24**  
**New Jersey Department of Health**  
**PO Box 7500**  
**West Trenton, NJ 08628-7500**

*\* 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](mailto: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.**