



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 Executive Director [Unclassified]		Salary M98 TBD	
Posting Number 486-24	Position Number 947387	Number of Positions 1	Posting Period * From: 07/22/2024 To: 08/05/2024
Location: Community Health Division Office of Primary Care and Rural Health 55 North Willow Street, 5th Floor, Trenton, NJ 08625		Scope of Eligibility/Open to: Department of Health Employees	

GENERAL DESCRIPTION

Under the supervision of Assistant Commissioner will be responsible for overall management and operations of the Office Primary Care and Rural Health.

Plans, establishes goals and objectives for the Office of Primary Care and Rural Health ; Oversees programs and services directed to underserved and vulnerable populations statewide, as New Jersey's Primary Care Office lead; Coordinates department health promotion and disease prevention (including the public health response to COVID 19 pandemic activities and services with other organizations, including Federally Qualified Health Centers; Promotes advocacy and coalition building across state agencies that provide services to uninsured and under-insured populations with special focus on COVID 19 positive residents; Supervises Office of Primary Care and Rural Health staff; Promotes community health outreach and education; Creates partnerships with community based organizations, including Federally Qualified Health Centers(including coordination of COVID-19 testing at FQHCs); Provides assistance to community based organizations in identifying potential funding sources and other health resources; Assists with policy analysis to improved healthcare access and services to minority, and other underserved populations; Assists in improving methods for collecting and reporting data on Primary Care and Rural Health; Attends and participates in public functions and meetings to explain and promote department programs, focused on Health Professional Shortage Area designations, Medically Underserved Areas/ Populations and health professional workforce development.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION:

Graduation from and accredited college or university with a Bachelor's degree.

EXPERIENCE:

Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

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 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:

PSTCHD@doh.nj.gov

- Mail the required documents to:

Tiara Green, Administrative Assistant 1

Community Health Division

Reference Posting #

New Jersey Department of Health

PO Box 355

Trenton, NJ 08625-0355

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.