



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>ASSOCIATE HOSPITAL ADMINISTRATOR 1 [Unclassified]</b>			Salary <b>&amp;35 \$118,419.93 - \$169,532.19</b>
Posting Number <b>525-24</b>	Position Number <b>036120</b>	Number of Positions <b>1</b>	Posting Period * From: <b>08/05/2024</b> To: <b>08/19/2024</b>
Location: <b>ANCORA PSYCHIATRIC HOSPITAL 301 SPRING GARDEN ROAD ANCORA, NJ 08037</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the administrative direction of the Chief Executive Officer of a grade 1 psychiatric hospital (200 or more clients) in the Department of Health, a large long-term care facility (200 or more residents) in the Department of Military and Veterans Affairs, or in the Department of Human Services or Cannabis Regulatory Commission, organizes, develops, and directs systematic administrative support services and/or clinical services to ensure that division, institution, and accrediting standards are maintained. In the absence of the Chief Executive Officer, may assume the duties of planning, directing, and coordinating all hospital or facility activities to maintain full patient care in accordance with accepted standards; manages staff and work activities; prepares and signs official performance evaluations for subordinate staff; does related duties as required.</p> <p>This position will be responsible for fiscal management and operations of the hospital in conjunction with the Business Manager.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Master's degree in Hospital Administration, Public Administration, Public Health, Business Administration or Mental Health Administration, Psychology, Social Work, Nursing, Rehabilitation, or related field.</p> <p><b>EXPERIENCE:</b> Five (5) years of administrative experience managing a significant service of program in a psychiatric or general hospital, large mental health facility, or social services agency dealing with the mentally ill.</p> <p><b>NOTE:</b> Applicants who do not possess a Master's degree may substitute one (1) year of additional experience as indicated above.</p> <p><b>NOTE:</b> In the Department of Military and Veterans Affairs, appointees may be required to possess a valid nursing license issued by the State of New Jersey.</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>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			



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

- Forward the required documents electronically to:

***PST.APH@doh.nj.gov***

- Mail the required documents to:

**Nancy Bill, Manager 2, Human Resources  
Ancora Psychiatric Hospital  
Reference Posting #525-24  
New Jersey Department of Health  
301 Spring Garden Road  
Ancora, NJ 08037**

**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](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.**