



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 Program Specialist 1, Social/Human Services [Classified Competitive]			Salary P18 \$54,351.06 - \$76,649.82
Posting Number 539-24	Position Number 025458	Number of Positions 1	Posting Period * From: 08/06/2024 To: 08/20/2024
Location: ANN KLEIN FORENSIC CENTER 1609 STUYVESANT AVE. WEST TRENTON, NJ, 08628			Scope of Eligibility/Open to: Ann Klein Forensic Center Employees

GENERAL DESCRIPTION

This position will report to the Program Specialist 4, Safety/Video Director and assist with the collection of information pertaining to safety related complaints and investigations. Will assist in the development of abatement strategies. Conduct accident/injury debriefings to collect data to evaluate and recommend improvements and engineering controls to prevent future accidents and provide data to the Safety Director. Assists in the mandatory annual fit-testing of 600 employees. Track testing outcomes and maintain documentation/records. Assist in the management of PPE inventory. Assists with the active management/oversight/campus inspections of the Ligature Risk Mitigation Plan. Will coordinate hospital compliance activities. Conducts safety equipment inspections in accordance with the standards, to include fire extinguishers, eye wash stations, fire doors, fencing system, emergency lighting, etc. Will be responsible for the maintenance and implementation of the parking tag program and compliance and report data to the Program Specialist 4 quarterly. Will be responsible for the identification badge program and report data to the Program Specialist 4 monthly. Performs safety related tasks related to the Maintenance and Security departments ensuring safe conditions. Conducts site inspections after contractor/vendor work to ensure safe conditions and completes/maintains associated paperwork.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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. Five (5) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating a social or human services program.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a master's degree from an accredited college or university in a Social/Human services specialty area, Public or Business Administration, Child Advocacy and Policy, or Child Advocacy and Policy with a concentration in Public Child Welfare.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and



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informed decisions.

LICENSE: Appointee 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.

IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:
PST.AKFC@doh.nj.gov
- Mail the required documents to:
Cheryl V. Manson, Manager 2, Human Resources
Ann Klein Forensic Center
Reference Posting #
New Jersey Department of Health
PO BOX 7717
West Trenton, NJ 08628-7717

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.