



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 Manager Health/Human Services [Classified Competitive]			Salary &32 \$102,944.26 - 147,131.56
Posting Number 542-24	Position Number 654446	Number of Positions 1	Posting Period * From: 08/07/2024 To: 08/21/2024
Location: Public Health Infrastructure, Laboratories and Emergency Preparedness Office of Emergency Medical Services 55 North Willow Street, Trenton, New Jersey 08608			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Under the direction of the Director of the Office of Emergency Medical Services, the Deputy Director of Mobile Integrated Health is responsible for the development, implementation, and monitoring of pre-hospital healthcare programs and QA/QI initiatives, including the oversight of the Mobile Integrated Healthcare, Data & Intelligence, and EMS for Children units. The Program Manager of Mobile Integrated Health will facilitate the development of a coordinated, team-based approach to reduce health disparities while promoting state fiscal responsibility. They will assist the Director in the planning and direction of Department programs, services, resources, and staff, formulate short and long-range plans, goals, and objectives, co-author the OEMS annual strategic plan, and assist in the development of internal policies and procedures.

The Program Manager of Mobile Integrated Health will supervise the management and administration of programmatic grant activities for the JEMSTAR, EMS for Children, National Conference on EMS and EMSTF grants, creating continuous quality improvement processes for enhanced service delivery of pre-hospital care in New Jersey. They will also assist the Director in the fiscal management of the Office of EMS, identifying cost saving measures through the reduction of spending, relocating monies to higher priorities, and reduce duplicity in operations and/or administration including the establishment and/or use of procurement, grants and contracts. Additionally, the Program Manager of Mobile Integrated Health will provide 24/7 oversight and management of Emergency Support Function (ESF) EMS responsibilities including planning and response to public health events and emergencies, such as communicable disease outbreaks, man-made and natural disasters, and acts of terrorism through the direction and oversight of protective measures including state/county-wide planning, capacity building, and education. They will also assume activities and responsibilities as a point of contact for the OEMS director in their absence.

NOTE: Preference will be given to those candidates with current registration as a Professional Nurse in the State of New Jersey.

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.

Nine (9) years of professional experience in any of the following areas: program management and administration, program research and development, resource planning, and budgeting and staffing, two (2) years which shall have been in a supervisory capacity.

OR

Possession of a Bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years which shall have been in a supervisory capacity.



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OR

Possession of a Master's degree in Public Health, Public Administration, Business Administration, or a related health area; and four (4) years of the above mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions.

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.

IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:
PSTPHILEP@doh.nj.gov
- Mail the required documents to:
Crystal Randall, Executive Assistant 3
Public Health Infrastructure Lab. & Emerg. Prepare
Reference Posting #
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

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.