



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 634-24	Position Number 943037	Number of Positions 1	Posting Period * From: 09/24/2024 To: 10/08/2024
Location: Family Health Services 55 N Willow Street, Trenton, NJ 08625		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>Under the direction of the Executive Director of New Jersey Early Intervention System (NJEIS) or a higher-level supervisor, this position will be tasked with the oversight and execution of NJEIS programs. The role requires the development and management of program activities that facilitate early identification, support, and management of children at risk for or diagnosed with chronic disabilities, including autism and other developmental challenges. The Program Manager is responsible for directing surveillance projects, research studies, and early screening initiatives, ensuring compliance with guidelines and effective delivery of services. The Program Manager will lead a team, including the NJEIS monitoring group and data analysts, supervising and training staff to optimize program delivery. Collaboration with stakeholders, development of training materials, liaising with federal agencies, staying updated on research, overseeing health grant applications, budgeting, and report preparation are also key components of this position. The goal is to enhance the quality and efficacy of NJEIS services, supporting the health and development of children with chronic conditions.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>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.</p> <p>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.</p> <p>OR</p> <p>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.</p> <p>OR</p> <p>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.</p> <p>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.</p> <p>LICENSE:</p>			



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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:

PSTFHS@doh.nj.gov

- Mail the required documents to:

Juliet Taylor, Senior Management Assistant

Family Health Services

Reference Posting #

New Jersey Department of Health

PO Box 364

Trenton, NJ 08625-0364

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.