



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 Quality Assurance Coordinator [Classified Competitive]			Salary R29 \$89,575.39- \$127,744.57
Posting Number 652-24	Position Number 057849	Number of Positions 1	Posting Period * From: 10/1/2024 To: 10/15/2024
Location: Division of Certificate of Need and Licensing Office of Licensing - Mental Health and Addiction Services 120 So. Stockton Street 3rd Floor Trenton, New Jersey 08625			Scope of Eligibility/Open to: Department of Health Employees
GENERAL DESCRIPTION			
<p>Division of Certificate of Need and Licensing, Office of Mental Health and Addictions Services - Under the supervision of the Program Manager, the Quality Assurance Coordinator provides oversight to the daily operations and projects within the unit. The Quality Assurance Coordinator supervises and supports staff and inspectors ensuring compliance of regulations and resolution of regulatory citations impacting or with the potential to impact the health, safety or welfare of our vulnerable clients identified through the inspection process. Participates in Office of Administrative Law hearings related to negative licensing actions and appeals; provides recommendations to facilities regarding policies and procedures, compliance with regulations/laws/rules and quality improvement; and provides technical assistance for currently licensed programs and those who would like to become licensed. Participates in projects as requested by the Commissioner's Office; and supports the Director's office as requested.</p> <p>This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>LICENSE: A license as a Registered Nurse in the State of New Jersey.</p> <p>EXPERIENCE: Five (5) years of experience in the monitoring and/or evaluation of clinical or human services records and/or programs in a hospital or other health services facility or in a human services agency.</p> <p>NOTE: A Bachelor's degree, and four (4) years of experience in the monitoring and/or evaluation of clinical or human services records and/or programs in a hospital or other health services facility or in a human services agency may be substituted for the above license and experience requirements.</p> <p>NOTE: A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated experience.</p> <p>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.</p>			
IMPORTANT FILING INSTRUCTIONS			



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

- Forward the required documents electronically to:
PSTHFEL@doh.nj.gov
- Mail the required documents to:
**Christina Montagano, Administrative Assistant 1
Health Facilities Evaluation and Licensing
Reference Posting #652-24
New Jersey Department of Health
PO Box 358
Trenton, NJ 08625-0358**

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.