



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

The Department of Health received funding through the American Rescue Plan Act (ARPA) of 2021 to establish temporary unclassified positions to provide additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; and state and local governments. This funding supports the governmental public health response to COVID-19. These positions will be comprised of Unclassified Career Service titles within the Department of Health and will expire on or before December 31, 2025.

Title PUBLIC HEALTH REPRESENTATIVE 3 [Unclassified]			Salary P18 \$54,351.06 - \$76,649.82
Posting Number A645-24	Position Number 945974	Number of Positions 1	Posting Period * From: 09/27/2024 To: 10/11/2024
Location: DOH-DHSTS, 153 Halsey Street, Newark, NJ		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>Successful applicant, under close supervision, will be expected to:</p> <p>Manage assigned English and non-English speaking patients with STDs and/or HIV in accordance with established Program protocols including performance of an original interview, re-interview and cluster interview, rapid follow-up of identified contacts, suspects, and associates, ongoing analysis of source/spread/cluster relationships, rapid response to supervisory directives, identification of high risk locations for subsequent screening activities, and timely case closure. Assure exhaustive case management and documentation. Conduct timely field investigative activities to locate individuals with suspected or confirmed STD and/or HIV infection and assure appropriate examination/treatment/referrals. Document all activities in accordance with Program protocols.</p> <p>Successfully complete all 14 modules and VCA E3 webinar series of the Passport to Partner Services (Track D) course with a score of 80% or higher. Be available, attend, and successfully complete the out-of-town Passport to Partner Services (Track D) one-week instructor-led course. Successfully complete HIV Counseling training provided by Rutgers University/HIV Prevention Services. Perform HIV tests or collect samples and test for HIV using rapid-rapid testing, in field, in accordance with established protocols. Successfully complete training and demonstrate competence in the use of the Sexually Transmitted Diseases (STD) Services Communicable Disease Registry Surveillance System (CDRSS), a web-based computerized system used to document/monitor/manage nearly all aspects of STD Program operations. Successfully complete training and demonstrate competence in the use of the STD Services Partner Services Web (PSWeb), a web-based computerized system used to document/monitor/manage HIV Partner Services Program operations. This position requires a valid driver's license and use of personal vehicle should a State vehicle not be available.</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>Five (5) years of professional experience in a health or social service related program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p> <p>OR</p>			



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

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 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:
PSTHIVAIDS@doh.nj.gov
- Mail the required documents to:
**Patricia Laird, Administrative Assistant 1
HIV, STD and TB Services
Reference Posting #E
New Jersey Department of Health
PO Box 363
Trenton, NJ 08625-0363**

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.