



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

*State of New Jersey*

**The Department of Health received various Civil Service Commission decisions approving interim appointments for Unclassified Service positions within the Department of Health. The interim appointments under various grants have been established and may remain funded through December 30, 2027.**

<b>Title</b> Public Health Consultant 2: Health Education [Unclassified]			<b>Salary</b> P24 \$68,806.17 - \$97,679.61
<b>Posting Number</b> SG341-24	<b>Position Number</b> 947404	<b>Number of Positions</b> 1	<b>Posting Period *</b> From: 05/14/2024 To: 05/28/2024
<b>Location:</b> Office of the Commissioner Office of Minority and Multicultural Health 55 North Willow Street, 5th Floor, Trenton, NJ 08618			<b>Scope of Eligibility/Open to:</b> Applicants who Meet the Requirements
<b>GENERAL DESCRIPTION</b>			
<p>The Public Health Consultant 2: Health Education will report to the Administrative Analyst 4 in the Office of Minority and Multicultural Health to help develop and lead and health literacy unit for the New Jersey Department of Health (NJDOH).</p> <p>The position will develop internal and external review committees to assess specific population's education needs and determine gaps in existing knowledge base and educational programs required to make informed decisions about public health issues. The position will lead in health education training programs and planning activities to develop health training manuals, fact sheets, evaluation tools, or other materials to support the health literacy efforts for the NJDOH.</p> <p>Furthermore, the Public Health Consultant 2: Health Education will work closely with the Office of Communications for guidance and expertise on the standardization of NJDOH materials as well as coordinating language translation services.</p> <p><b>NOTE: Certified Health Education Specialist (CHES) certification required.</b></p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>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.</b></p> <p>Seven (7) years of comprehensive professional experience in a large-scale community health and/or public health education program; including or supplemented by 30 credit hours in an accredited program in community health education, or public health education.</p> <p>Possession of a bachelor's degree from an accredited college or university including or supplemented by 30 credit hours in an accredited program in community health education, or public health education; and three (3) years of the above-mentioned professional experience.</p> <p><b>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 judgment and make accurate and informed decisions.</b></p> <p><b>LICENSE:</b></p>			



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Appointees will be required to possess a driver's license valid in New Jersey only if the operation of 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:  
***PSTOC@doh.nj.gov***
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration  
Reference Posting #E  
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](mailto: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.**