



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	112-26	ISSUE DATE:	4/14/2026	CLOSING DATE:	4/28/2026
TITLE:	Quality Assurance Specialist, Health Services				
LOCATION:	Department of Human Services Office of Program Integrity & Accountability 222 S. Warren Street Trenton, NJ 08625 Other possible locations include: Flanders, Newark, Somerville, Voorhees and Egg Harbor Township	RANGE:	P26		
		SALARY:	\$80,755.57 - \$118,678.17		
		UNIT SCOPE(S):	K815		
		SERV. CLASS:	Competitive		
OPEN TO:	Current NJ State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under the supervision of a Quality Assurance Coordinator or other supervisory official in an institution, agency, or central office location, performs program and/or facility evaluations of clinical care and administrative services provided by any departmental unit or facility, may assess and evaluate reports or incidents of client safety and neglect; does related work as required.				
SPECIAL NOTE:	<p>Within the Office of Program Integrity and Accountability (OPIA), the Office of Performance Management (OPM) - Critical Incident Management (CIMU) facilitates the appropriate tracking, management and organizational response to incidents that occur in programs and facilities administered by the Department of Human Services.</p> <p>The CIMU QAS' duties and tasks include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Promote the safety and well-being of individuals served through timely incident reporting and by ensuring appropriate follow-up in response to identified incidents. • Perform tasks related to administrative reviews for incident closures based upon information gathered and thorough analysis of facts. • Provide administrative oversight of the NJIRMS, ensure appropriate access, facilitate system changes and support DHS staff in using this system. • Aggregate the information collected on incidents to identify patterns and trends to prevent future recurrence and minimize risk to the individual and all other individuals served. 				
REQUIREMENTS					
EDUCATION:	A license as a Registered Nurse in the State of New Jersey.				
EXPERIENCE:	<p>EXPERIENCE:</p> <p>Four (4) years of experience as a Registered Nurse, one (1) year of which is specialized experience including the monitoring and/or evaluation of clinical or human services records and programs in a mental health, geriatric, health care setting, or human services agency.</p> <p>NOTE: A Bachelor's degree, and three (3) years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human services agency which includes monitoring and/or evaluation of clinical or human services records and programs which may include allegations of abuse, neglect, exploitation, or incidents of client abuse or safety and well-being, 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 specialized experience.</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.				
IMPORTANT NOTICES					
FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <i>must be evaluated</i> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.				
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <i>will be at your expense</i> . 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. You will be advised if the position for which you're being				

	considered requires drug testing and how its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
TELEWORK:	Certain positions may be eligible to participate in the Department's " <u>Telework Program</u> ", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
SAME PROGRAM:	If you are applying under the NJ State as a Model Employer "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: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144.
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.
FILING INSTRUCTIONS	
<p>Forward a cover letter, resume, and transcript (if applicable) electronically to:</p> <p style="text-align: center;">DHS-CO.Resumes@dhs.nj.gov</p> <p>You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the <u>subject line</u> of your email. Example: (123-25, Smith)</p>	

New Jersey Department of Human Services is an Equal Opportunity Employer