



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

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

JOB POSTING NUMBER	467-21	ISSUE DATE	3-2-2021	CLOSING DATE	3-16-2021
TITLE	Quality Assurance Coordinator	RANGE	R29		
LOCATION	Division of Mental Health and Addiction Services 5 Commerce Way, Suite 100 Hamilton, New Jersey 08691	SALARY	\$78,798.60 - \$112,372.72		
		OPEN TO	Current State employees		
		DEFINITION Oversee the Quality Management Unit and all of its processes, including the supervision of QAS staff. Assist the Division with performance improvement initiatives and work collaboratively with the DHS's, Office of Program Integrity and Accountability regarding processing, reviewing, and tracking critical incidents for persons receiving community based services through licensed mental health and substance use disorder treatment facilities.			
REQUIREMENTS					
EDUCATION	A License as a Registered Nurse in the State of New Jersey				
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.				
NOTE	<ul style="list-style-type: none"> ➢ 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. ➢ A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated experience. 				
	NOTE FOR FOREIGN DEGREES Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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.				
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 NOTICE					
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer