



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Associate Hospital Administrator 1 (Support Services) [Unclassified]</b>			Salary <b>&amp;35 \$110,546.27 - \$158,260.13</b>
Posting Number <b>225-23</b>	Position Number <b>038553</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/14/2023</b> To: <b>03/28/2023</b>
Location: <b>Ancora Psychiatric Hospital 301 Spring Garden Road Ancora NJ 08037</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under the direction of the Chief Executive Officer at Ancora Psychiatric Hospital has the executive level responsibility to oversee and direct the delivery of services by indirect care staff at the hospital to that may include the Business Office, Food Service, Maintenance, Scheduling and Information Technology. Works with senior executives to forecast plans and implement long range strategies for the hospital. Provides reports, presentations, operational leadership and representation to the Chief Executive Office and Executive Management Committee. Responsible for ensuring that all work units in the facility are in compliance with Joint Commission and all accrediting surveys and government agencies. Ensures the indirect care staff performs well in an environment that optimizes patient safety and recovery. Responsible for staff, staffing plans and management of indirect care work hours. Allocates resources and develops efficiencies when necessary.

**NOTE:** This position is covered by the Centers for Medicare and Medicaid Services (CMS) Rule and Executive Order 283, requiring all employees to be fully vaccinated. To comply with that requirement, employees must provide proof of vaccination status. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this Vacancy Announcement.

**NOTE:** 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 may be removed from employment.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university, with a Master's degree in Hospital Administration, Public Administration, Public Health, Business Administration or Mental Health Administration, Psychology, Social Work, Nursing, Rehabilitation, or related field.

**EXPERIENCE:** Five (5) years of administrative experience managing a significant service of program in a psychiatric or general hospital, large mental health facility, or social services agency dealing with the mentally ill.

**NOTE:** Applicants who do not possess a Master's degree, may substitute one (1) year of additional experience as indicated above.

**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 FILING INSTRUCTIONS

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

- Forward the required documents electronically to:  
**PST.APH@doh.nj.gov**
- Mail the required documents to:  
**Nancy Bill, Manager 2, Human Resources  
Ancora Psychiatric Hospital  
Reference Posting #225-23  
New Jersey Department of Health  
301 Spring Garden Road  
Hammonton, NJ 08037**

### 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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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *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.*
  - *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.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *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.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - **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.*
  - **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.*