



# VACANCY ANNOUNCEMENT

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

Title <b>Public Health Representative Trainee [Classified Non-Competitive]</b>			Salary <b>P25 \$46,431.86 - \$48,531.07</b>
Posting Number <b>420-23</b>	Position Number <b>054978</b>	Number of Positions <b>1</b>	Posting Period * From: <b>05/23/2023</b> To: <b>06/06/2023</b>
Location: <b>Office of Commissioner 55 North Willow Street, Trenton, NJ 08618 Office of Opioid Response and Policy</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of the Director of the Office of Opioid Response and Policy (ORP), the Public Health Representative Trainee receives training in the planning, implementation, and evaluation of harm reduction program expansion in New Jersey. With Supervisor approval, will attend relevant workshops, conferences, meetings, trainings, seminars, and other professional development offerings as appropriate. Works with municipal and county stakeholders and community members to coordinate harm reduction planning and evaluation. Will learn to organize and conduct public health surveys, focus groups, and other data; compile data obtained; and participates in developing evaluations. Supports the identification of community need for harm reduction and community risks related to overdose and substance use. Prepares correspondence, reports, and presentations for a variety of audiences. Supports the Director in conducting policy analysis and identifying best practices from other jurisdictions. Supports and participates in ORP and overall Departmental programs and initiatives as well as providing support to the other units and offices within the Department of Health, as needed.</p> <p><b>ADVANCEMENT:</b> Appointees who successfully complete the 12-month training period will be eligible for promotion to the title among the following for which they have been trained: Public Health Representative 3, Public Health Representative 3 Communicable Disease, Public Health Representative 3 Certified Tumor Registrar.</p> <p>This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>LICENSE:</b> 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.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTOC@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #420-23 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> <p style="text-align: right;"><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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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.*