



VACANCY ANNOUNCEMENT

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

Title Executive Director [Unclassified]			Salary M98 - Commensurate with Education and Experience
Posting Number 98-23	Position Number 916861	Number of Positions 1	Posting Period * From: 01/30/2023 To: 02/13/2023
Location: Division of Family Health Services Maternal and Child Health Services Office of the Director 55 North Willow Street, Trenton, NJ 08608			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of the Assistant Commissioner, Division of Family Health Services, the Executive Director will ensure the development and implementation of programs and services within the purview of the Maternal and Child Health Services Unit (MCH) to meet the goals and objectives identified in the Federal Maternal and Child Health Block grant and the Maternal Infant and Early Childhood Home Visiting Program. Responsible for directing the following programs and services: (1) Reproductive and Perinatal Health Services, which includes the Healthy Women Healthy Families Initiative, Post partum Depression and Perinatal Mood Disorders Program, Fetal Alcohol Syndrome Disorder/Perinatal Addiction Prevention Project, the Sudden Infant Death Syndrome Prevention program, the Doula Learning Collaborative and the Colette Lamothe-Galette Community Health Worker Institute; (2) Child and Adolescent Health Program, which includes the Sexual Risk Avoidance program, Personal Responsibility Education Program, School Health, Pediatric Mental Health Access Program, and the Garrett Lee Smith Suicide prevention grant; (3) Maternal Child Health Epidemiology, which includes the Perinatal Risk Assessment Monitoring System, the State System Development Initiative, and the Fetal Infant Mortality Review Program; and (4) the Maternal Infant and Early Childhood Home Visiting Program (MIECHV).

Directs the planning of new areas of program development to further program objectives and meet identified needs, writes grants for funding and submits major new initiative plans to the Assistant Commissioner. Directs the preparation of federal grant applications in accordance with grant requirements. Develops or supervises the development of spending and fiscal plans for expenditures of current or new appropriations for all MCH component Services. Develops, implements, and maintains a quality control/evaluation system for internal and external program activities. Ensures that formal performance agreements and assessments for all staff are completed by specified timeframes.

Note: Preference will be given to applicants in a related field with an advanced degree in public health or health administration and comprehensive experience in public health activities related to maternal and child health.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

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 FILING INSTRUCTIONS

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

- Forward the required documents electronically to:

PSTFHS@doh.nj.gov

- Mail the required documents to:

**Juliet Taylor, Senior Management Assistant
Family Health Services**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *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.*