



VACANCY ANNOUNCEMENT

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

Title Public Health Representative 2 [Special Services (Hourly)]			Salary \$30.65
Posting Number 88-23	Position Number 804411	Number of Positions 4	Posting Period * From: 01/24/2023 To: 02/24/2023
Location: Community Health Services - Statewide			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

The New Jersey State Department of Health (NJDOH) is the designated Contractor for the Food and Drug Administration (FDA) Tobacco Inspection Program. Additional funds available from the FDA have enabled New Jersey to conduct year round state inspections assessing retailer's compliance with the age of sale requirements for tobacco products. The NJDOH / Tobacco Age of Sale Enforcement (TASE) program has been a component within the Tobacco Control Program since 1996 and will continue to serve as the infrastructure for this FDA project.

Responsibilities: (NOTE: ALL CANDIDATE MUST HAVE A BACHELOR'S DEGREE & 2 YEAR EXP. IN A HEALTH OR SOCIAL SERVICE ENVIRONMENT TO QUALIFY FOR THIS PART-TIME OPPORTUNITY)

Inspectors are field workers and must travel extensively throughout all counties of the state using personal vehicles (mileage & expenses is reimbursed) as directed to conduct tobacco compliance inspections with the support of a Student Associate (minor). Inspector are extensively trained to understand/follow strict protocols helping the FDA to determine whether or not retailers (to include Vape Shops) are in compliance with Federal & State tobacco/nicotine product (eCigs & liquids) regulations.

Inspectors must: complete work plans; provide testimony as directed (for up to 5 yrs.); conduct compliance inspections in urban, suburban and rural locations; submit required timesensitive forms, reports and administrative documentation as required; maintain consistent and close communication with FDA Program Coordination Team & Student Associates through phone/email; prepare & ship evidence packages according to FDA protocols. Inspectors must also participate in Monthly Quality Assurance Conference Calls (Evenings 5 PM). Recruit high school students ages of 15-20 to work with as Student Associates and serve as mentors. Extensive use of iphones & personal computers for the coordination of inspection activities, reports and administrative functions. Inspectors must be highly organized independent workers capable of creating daily/weekly work schedules and documenting travel and expenses.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Two (2) years of experience in a health or social service related program-involving responsibility for interviewing, investigating, or conducting public health care surveys or patient care services.

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

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:

PSTCHD@doh.nj.gov

- Mail the required documents to:

**Chova Joyner, Administrative Assistant 1
Community Health Division
Reference Posting #88-23
New Jersey Department of Health
PO Box 355
Trenton, NJ 08625-0355**

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.*