



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until December 30, 2025.

Title Public Health Representative 2 [Unclassified]			Salary P21 \$60,062.18 - \$85,033.08
Posting Number V60-24	Position Number 961849	Number of Positions 1	Posting Period * From: 1/16/2024 To: 1/30/2024
Location: Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service/ Vaccine Preventable Disease Program 135 East State Street, 1st Floor, Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the directions of a supervisory official within the Communicable Disease Service; this position will be responsible for providing technical assistance to health care providers conducting COVID-19 vaccination activities. Educates the providers in program enrollment, storage and handling, temperature monitoring, inventory accountability as well as workflow of mass immunization clinics. Works with providers to support them throughout the COVID vaccine distribution/vaccination process through site visits. Ensures primary immunization capacity remains available to reduce the incidence of vaccine preventable diseases. Provides written and verbal follow up to the providers in a timely fashion to ensure COVID-19 related vaccination activities are performed optimally. Responsible for compiling data to complete investigative reports with findings, conclusions and recommendations for next steps as required by Centers for Disease Control and Prevention (CDC) and/or the Department of Health (DOH). This position may also be required to complete user acceptance testing to ensure that the COVID-19 provider enrollment and vaccine ordering modules within the New Jersey Immunization Information System (NJIS) is functional and user friendly. Coordinates specialized program activities to support COVID-19 vaccine providers in conjunction with other authorities. Conducts selective COVID 19 public health surveys; compiles and evaluates data. Confers with health care and other personnel regarding COVID-19 prevention and control and reporting of required COVID-19 data to DOH leadership and CDC.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Two (2) years of experience in a health or social services related program-involving responsibility for interviewing, investigating, or conducting public health care surveys or patient care services.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>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.</p>			
IMPORTANT FILING INSTRUCTIONS			



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

- Forward the required documents electronically to:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
David Sellinger, Regulatory Officer 2
Epid., Environmental and Occupational Health
Reference Posting #V60-24
New Jersey Department of Health
PO Box 369
Trenton, NJ 08625-0369

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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IMPORTANT NOTES

**State as a Model Employer
of People with Disabilities
(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, or call CSC at (833) 691-0404.

PHEL Candidates:

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.

Direct Client Care:

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.

**New Jersey
First Act:**

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.

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.

Authorization to Work:

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

The New Jersey Department of Health is an Equal Opportunity Employer.