



# VACANCY ANNOUNCEMENT

**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 <b>Public Health Representative 3 [Unclassified]</b>			Salary <b>P18 \$50,737.39 - \$71,553.48</b>
Posting Number <b>A501-23</b>	Position Number <b>945974</b>	Number of Positions <b>1</b>	Posting Period * From: <b>06/23/2023</b> To: <b>07/07/2023</b>
Location: <b>153 Halsey Street Newark, NJ (FIELD POSITION)</b>		Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	
<b>GENERAL DESCRIPTION</b>			
<p>This position will serve as a Disease Intervention Specialist (DIS) within the Sexually Transmitted Disease (STD) Program. The selected candidate will manage assigned English and non-English speaking patients diagnosed with syphilis and/or HIV in accordance with established Program protocols including performance of an original interview, re-interview and cluster interview, rapid follow-up of identified contacts, suspects, and associates, ongoing analysis of source/spread/cluster relationships, rapid response to supervisory directives, identification of high risk locations for subsequent screening activities, and timely case closure. This position is a field position and requires the successful applicant to go to patient's houses when they do not respond to phone calls and text messages in order to successfully interview the patient. This position requires intensive on-the-job training including successfully complete about 100 hours of the Passport to Partner Services course with a score of 80% of higher and attendance at the one-week instructor-led course in Trenton, NJ. In addition, the candidate in this position will performs HIV tests, or collects samples and tests for HIV using rapid-rapid testing, in field, in accordance with established protocols. This position will be both field and office worker, a valid driver's license is required and use of personal vehicle may be required. Good attention to detail and strong organizational skills are preferred.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> One (1) year of experience in a communicable disease related health or social service program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys, or patient care services.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</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>PSTHIVAIDS@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Patricia Laird, Administrative Assistant 1 HIV, STD and TB Services Reference Posting #A501-23 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363</b></li> </ul>			
		<p><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><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.*