

Philip D. Murphy, Governor
Tahesha L. Way, Lieutenant Governor
Francis K. O'Connor, Commissioner
Kevin S. Corbett, President & CEO



VACANCY ANNOUNCEMENT
Manager, Clinical Services

| | | |
|--|-------------------------------|---------------------------------|
| Posting #: 8986 | Issue Date: 10/10/2024 | Closing Date: 12/31/2024 |
| Location: Maplewood, Camden, Hoboken, and Egg Harbor Township | | |
| Salary: To be discussed with recruiter | | |

Position Summary

Responsible for the management of clinical operations of NJ TRANSIT's Medical Services Department's four (4) on-site medical offices to include adequate staffing, competency of clinical staff, availability and functionality of necessary equipment and supplies.

General Description

Roles and Responsibilities:

- Responsible for the management of clinical operations at four (4) on-site medical facilities throughout the agency, to include adequate staffing, competency of clinical staff, availability and functionality of necessary equipment and supplies.
- Assists with development of, implements and oversees applicable federal, state and company mandated medical monitoring programs to ensure compliance with regulations, i.e., Hypertension (Blood Pressure) and Diabetes (Blood Sugar), Respiratory Protection, Hearing Protection, Hepatitis B Prevention, Lead Exposure, Asbestos Exposure, Obstructive Sleep Apnea (OSA), etc.
- Assists with the development of, implements and oversees departmental policies and standard operating procedures for clinical services in accordance with Federal, State and NJ TRANSIT's companywide policies to ensure that the clinical staff operates in compliance with defined standards including but not limited to occupational/non-occupational illness or injury, sick time, worker compensation and disability, required physical examinations (pre-employment physicals, periodic physicals including those for commercial driver's licenses, Book of Rules for Rail employees, etc).
- Collaborates with applicable stakeholders for case management and cost controls of clinical services provided to NJ TRANSIT employees.
- Collaborates with appropriate departments regarding lost-time cases (i.e. Railroad Retirement Board, EAP, Workers Compensation and Disability departments).
- Management and Supervision of the department's clinical team and oversees treatment provided by the clinical staff to ensure standard and continuity of care by ensuring best practices for assessments, treatment required and follow-up.
- Oversees the network of physicians and facilities that provide outside medical services to employees and ensures services provided are done so in compliance with applicable regulatory guidelines and in a cost-effective manner.
- Acts as a clinical point of contact in matters pertaining to the department's application of NJ TRANSIT's Drug and Alcohol-Free Workplace Policies within the Medical Services Department (clinical team members who perform drug & alcohol Testing) and/or Medical Review Officer drug & alcohol testing results and reporting.
- Acts as back up for Sr. Director to evaluate Americans with Disabilities Act (ADA)/New Jersey Law Against Discrimination (NJLAD) related cases verifying

medical necessity. Participates in Interactive Process Committee Meetings with Human Resources, employee supervision and management staff, Labor Relations (for Agreement Employees) and may make recommendations for work accommodations, restrictions and/or modified duty as appropriate.

- Works with Talent Acquisition, Bus, Rail, Police, and other corporate departments to ensure medical services is providing the necessary support and information to meet their occupational health needs. Resolve outstanding issues.
- Manage the vaccination program offered by Medical Services
- Other duties as assigned by the Director, Deputy Chief of HR, and Chief of HR

Education, Experience and Qualifications:

- Bachelor's degree in nursing science and six (6) or more years of progressively responsible experience - or Associates degree in Nursing Science and eight (8) or more years of progressively responsible experience - in the treatment of patients in an industrial, occupational health/medical services setting, to include management and supervisory responsibilities.
- Registered Professional Nurse, licensed by the State of New Jersey required. Certification in Occupational Health Nursing desirable.
- CPR/BLS for Healthcare Providers
- Certified Occupational Health Nurse

Knowledge and Skills:

- Exceptional clinical skills
- Working comprehensive knowledge of NJ State Nurse's Practice Act, Nursing Standards, and Occupational Health Nursing Standards
- Exceptional oral and written communication skills and ability to effectively collaborate with all levels of the organization
- Exceptional computer literacy skills, Electronic Medical Documentation and Recordkeeping
- Innovative, critical thinking, and problem-solving skills
- Proven track records of successful team member supervision, management leadership, and mentorship

Position Supervises:

- Supervisor, Clinical Operations
- Medical Assistant
- Senior Nurse
- Staff Nurse
- Senior Medical Assistant
- Med Monitoring Program

At NJ Transit, you will enjoy a competitive salary and excellent benefits package:

- Comprehensive Family Health Insurance – Medical, Prescription, Dental, Vision
- Flexible Spending Account
- Life Insurance
- Paid Leave
- Tuition Assistance
- Pre-Tax Commuter Benefits Plan
- Retirement Plans
 - 401(a) - Retirement plan with a 6% employer contribution
 - 401(k) - Retirement saving plan with up to an 3% company match
 - 457(b) - Deferred Savings Plan

At NJ TRANSIT, diversity and inclusivity are vital to our success as are committed to hiring individuals from diverse backgrounds, experiences, abilities, and veteran status. As an Equal Opportunity Employer, we encourage all qualified applicants to apply and join our team.

NJ TRANSIT adheres to the NJ First Act. To learn more, click [here](#).

Apply Today!

Only applications submitted through the NJ TRANSIT Career Portal will be reviewed:
[Manager, Clinical Services](#)

Contact Information

1. Log in to your [NJ TRANSIT Career Portal](#) to check your application status
2. Check your inbox (and spam/junk folder!) for important information or next steps
3. Email NJTSR@njtransit.com with general questions

Disclaimer: Please note that NJ TRANSIT has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.