



# VACANCY ANNOUNCEMENT

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

Title <b>Nursing Consultant [Classified Non-Competitive]</b>			Salary <b>P28 \$79,848.66 - \$113,786.94</b>
Posting Number <b>85-23</b>	Position Number <b>908502</b>	Number of Positions <b>1</b>	Posting Period * From: <b>01/24/2023</b> To: <b>02/07/2023</b>
Location: <b>Family Health Services/Early Identification and Monitoring 55 North Willow Street, 4th Floor, Trenton, NJ 08625-0364</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Birth defects are a significant health concern, affecting one in every 33 babies, and are the leading cause of infant deaths. Every year in New Jersey, about 3,000 children, or 3% of all live births, are born with one or more birth defects. Accurate tracking of birth defects and analyzing the collected data is a critical first step in prevention. The New Jersey Birth Defects Registry is a population-based registry of children with specific birth defects, and the primary entry point for children with birth defects to receive case management services through Special Child Health Services and Early Intervention. As the Registry contributes to the Centers for Disease Control and Prevention's statistics on birth defects, complete, timely and accurate data is essential to understanding the impact of birth defects in families and communities.

The Nursing Consultant provides guidance and technical assistance to healthcare facilities and hospitals that register children with birth defects, to ensure they meet federal and state regulations on the reporting of birth defects. Primary responsibilities include:

Reviewing and processing incoming registrations submitted by healthcare facilities to the Birth Defects Registry for completeness; conducting follow up activities as needed to request additional information/clarification; utilizing the Birth Defects Registry's electronic registration system. Participating in implementation of quality improvement activities, including internal audits of records, and external quality assurance audits. Providing technical assistance to facilities via online meetings, phone calls and webinars as necessary. Assisting in completion of annual deliverables for birth defects surveillance activities; participating in development of reports, special projects, and budgets. Participating as a member of task forces and work groups involving long-term services and supports for children with birth defects. Remaining informed of current literature and developments in the field of birth defects (risk factors, treatment, and prevention).

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in Nursing or related health field and a Master's degree with a major course of study in Nursing Supervision, Administration, Public Health, Medical Care, Nursing, Health Education, or related health field.

**NOTE:** Applicants who do not possess the required Bachelor's degree but possess an Associates degree in Nursing or graduated from an accredited School of Nursing may substitute two (2) years of additional clinical nursing experience as indicated.

**NOTE:** Applicants who do not possess the required Master's degree may substitute one (1) year of additional clinical nursing experience as indicated.

**EXPERIENCE:** Six (6) years of clinical nursing experience in an acute care, long-term or community-based setting.

**LICENSE:** Current registration as a Professional Nurse in the State of New Jersey.

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 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.*