

State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

TAHESHA L. WAY Lieutenant Governor LISA J. HOU, D.O.

Major General
The Adjutant General

PROMOTIONAL/VACANCY ANNOUNCEMENT 24-51

Opening Date

May 9, 2024

Closing Date: May 23, 2024

TITLE:

ASSOCIATE HOSPITAL ADMINISTRATOR 2

(Assistant Director of Nursing)

LOCATION:

DMAVA - NJ VETERANS MEMORIAL HOME IN VINELAND

524 N. W. BOULEVARD VINELAND, NJ 08360

DEPARTMENT:

NURSING DEPARTMENT

SHIFT:

8 AM – 3:30 P.M. – (Must be Flexible for Non-Administrative Hours)

DAYS OFF:

SATURDAY/SUNDAY (with Rotating On Call)

SALARY:

&32 – (\$99,463.05 - \$142,156.08)

<u>DEFINITION</u>: In the Department of Military and Veteran Affairs, at the NJ Veteran's Memorial Home in Vineland, organizes, develops, and directs systematic clinic services to ensure that division, institution, and accrediting standards are maintained. Under the direction of the Director of Nursing, assumes the duties of the Assistant Director of Nursing, may assume the duties of planning, directing and coordinating all nursing homes activities to maintain full patient care in accordance with accepted standards; manages staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university, with a Master's degree in Hospital Administration, Public Administration, Public Health, Business Administration, or Mental Health Administration, Psychology, Social Work, Nursing, Rehabilitation, or related field.

NOTE: Applicants who do not possess a Master's Degree, may substitute one (1) year of additional experience as indicated above.

NOTE: In the Department of Military and Veterans Affairs, appointees are required to possess a valid nursing license issued by the State of New Jersey.

EXPERIENCE: Five (5) years of administrative experience managing a significant service of program in a psychiatric or general hospital, large mental health facility, or social services agency dealing with the mentally ill.

How to apply: Submit a resume along with a cover letter prior to the closing date to:

VinelandRecruitmentVMH@dmava.nj.gov

NOTE: Interviews will be granted based on cover letter and resume.

<u>SPECIAL NOTE:</u> Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information. Additionally, in accordance with the Department of Military and Veterans Affairs Departmental Directive #20.1 Drug Testing Policy for employees, if you are called for an interview and you are chosen to continue with pre-employment processing, you must consent to undergo drug testing for controlled dangerous substances.

NJ State Law (NJSA 26:2h-18.79) requires all health care facility employees to have the influenza vaccination annually.

This position is an Unclassified Appointment. The permanent appointment rights of Title 11A, New Jersey Statutes, are not applicable to unclassified appointments.

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 MILITARY AND VETERAN AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO INCLUSIVE HIRING AND DEDICATED TO DIVERSITY IN OUR STAFF. WE STRONGLY ENCOURAGE PEOPLE FROM ALL GROUPS AND COMMUNITY TO APPLY.

AUTHORIZED BY:

MaryAnn Brown, Manager, Human Resources

Date