



State of New Jersey

NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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

Title Associate Hospital Administrator 1 (Support Services) [Unclassified]			Salary &35 \$110,546.27 - \$158,260.13
Posting Number 225-23	Position Number 038553	Number of Positions 1	Posting Period * From: 11/01/2023 To: 11/15/2023
Location: Ancora Psychiatric Hospital 301 Spring Garden Road Ancora, NJ 08037			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of the Chief Executive Officer at Ancora Psychiatric Hospital has the executive level responsibility to oversee and direct the delivery of services by indirect care staff at the hospital to that may include the Business Office, Food Service, Maintenance, Scheduling and Information Technology. Works with senior executives to forecast plans and implement long range strategies for the hospital. Provides reports, presentations, operational leadership and representation to the Chief Executive Office and Executive Management Committee. Responsible for ensuring that all work units in the facility are in compliance with Joint Commission and all accrediting surveys and government agencies. Ensures the indirect care staff performs well in an environment that optimizes patient safety and recovery. Responsible for staff, staffing plans and management of indirect care work hours. Allocates resources and develops efficiencies when necessary.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>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.</p> <p>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.</p> <p>NOTE: Applicants who do not possess a Master's degree, may substitute one (1) year of additional experience as indicated above.</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			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PST.APH@doh.nj.gov • Mail the required documents to: Nancy Bill, Manager 2, Human Resources Ancora Psychiatric Hospital <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf 			



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Reference Posting #225-23
New Jersey Department of Health
301 Spring Garden Road
Ancora, NJ 08037

** 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.