



VACANCY ANNOUNCEMENT

The Department of Health received various Civil Service Commission decisions approving interim appointments for Unclassified Service positions within the Department of Health. The interim appointments under various grants have been established and may remain funded through December 30, 2027.

Title Public Health Representative Trainee [Unclassified]			Salary P95 \$46,431.86-\$48,531.07
Posting Number A37-23	Position Number 934935 & 939238	Number of Positions 2	Posting Period * From: 05/10/2023 To: 06/09/2023
Location: HIV/STD/TB Services 153 Halsey Street, Newark NJ 07102		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>This position will be trained in STD field work and desk operations. This position is responsible for counseling patients with syphilis or HIV and conducting field investigative activities to locate and refer for examination people who are suspected of having either syphilis or HIV. The successful candidate will be required to perform field investigative activities in areas where syphilis and HIV are prevalent. The successful candidate provides management and analysis of syphilis and HIV cases to determine the source and spread of infection. The person is responsible for all assigned cases ensuring completion of an original interview, re-interview and cluster interview, rapid follow-up of identified contacts and associates, ongoing analysis of source/spread/cluster relationships, rapid response to supervisory directives, and timely case closure. This position may be required to travel throughout New Jersey using personal vehicle. Upon a successful completion of a 12-month trainee program, this position will advance to Public Health Representative 3 CD</p> <p>ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for promotion to the title among the following for which they have been trained: Public Health Representative 3, Public Health Representative 3 Communicable Disease, Public Health Representative 3 Certified Tumor Registrar.</p> <p>The inability of an employee in this trainee title to attain a level of performance warranting advancement to a title listed above shall be considered as cause for separation.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: Appointees 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: <i>PSTHIVAIDS@doh.nj.gov</i> • Mail the required documents to: Patricia Laird, Administrative Assistant 1 HIV, STD and TB Services Reference Posting #A37-23 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363 			
		<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 <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 , or call CSC at (833) 691-0404.*