



# VACANCY ANNOUNCEMENT

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

Title <b>TES Human Services Assistant [Interim/Temporary]</b>			Salary <b>\$19.88 hourly</b>
Posting Number <b>205-23</b>	Position Number <b>continuous recruitment</b>	Number of Positions <b>25</b>	Posting Period * From: <b>03/06/2023</b> To: <b>04/06/2023</b>
Location: <b>Ancora Psychiatric Hospital 301 Spring Garden Road Ancora, NJ 08037</b>		Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	
<b>GENERAL DESCRIPTION</b>			
<p>Under direction of a supervisor in a health care facility, provides services for residents under indirect as well as direct professional supervision; does other related duties as required.</p> <p>Ancora Psychiatric Hospital is seeking applicants to assist in the care of our adult patients. All positions are hourly, temporary, and non-benefited. As a Temporary Employment Services (TES) worker you cannot work more than 944 hours in a fiscal year.</p> <p>While this entry level position is hourly and non-benefited there is the potential for full time employment with great benefits within 90 days for the right candidates.</p> <p><b>NOTE:</b> This position is covered by the Centers for Medicare and Medicaid Services (CMS) Rule and Executive Order 283, requiring all employees to be fully vaccinated. To comply with that requirement, employees must provide proof of vaccination status. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this Vacancy Announcement.</p> <p>Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p>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 essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PST.APH@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Nancy Bill, Manager 2, Human Resources Ancora Psychiatric Hospital Reference Posting #205-23 New Jersey Department of Health 301 Spring Garden Road Hammonton, NJ 08037</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*