



VACANCY ANNOUNCEMENT

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

Title Public Health Representative Trainee [Classified Non-Competitive]			Salary P95 \$46,431.86 - 48,531.07
Posting Number 191-23	Position Number 961986	Number of Positions 1	Posting Period * From: 03/01/2023 To: 03/15/2023
Location: Division of Edpidemiology, Environmental and Occupational Health Communicable Disease Service/ Vaccine Preventable Disease Program 135 East State Street, 1st. Floor, Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of the Vaccine Manager or other Supervisory Official, this position is responsible for supporting daily operations of the Vaccines for Children (VFC) Program within the Vaccine Preventable Disease Program (VPDP). Responds to inquiries or requests from the public, healthcare providers, and others for information concerning vaccines, vaccine availability, and immunization program activities. Establishes and maintains effective work relationships with local health departments and private provider sites receiving VFC vaccines. Prepares clear, sound, accurate and informative statistical and other reports containing findings, conclusions, and recommendations. Processes temperature excursions including reviewing viability information provided by the vaccine manufacturers and providing follow up recommendations to the healthcare provider regarding the use of vaccines potentially exposed to out-of-range temperatures. Gains subject matter expertise on storage units that are acceptable and recommended for the storage of vaccines as outlined by the Centers for Disease Control and Prevention (CDC); reviews new storage units obtained by healthcare providers and update them in applicable databases. Assists with the processing of applications received by the program from healthcare providers in New Jersey who are looking to enroll in the VFC Program, including reviewing equipment the healthcare provider has on site and ensuring compliance with all CDC requirements. Assists with the review and processing of re-enrollment applications from healthcare providers who are currently VFC providers, during the annual re-enrollment process. Assists with other VFC or VPDP projects as assigned.</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: PSSTEOH@doh.nj.gov • Mail the required documents to: David Sellinger, Regulatory Officer 2 Epid., Environmental and Occupational Health Reference Posting #191-23 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369 <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.*