



# VACANCY ANNOUNCEMENT

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

Title <b>Program Specialist Trainee [Classified Non-Competitive]</b>			Salary <b>P95 \$46,431.86 - \$48,531.07</b>
Posting Number <b>220-23</b>	Position Number <b>947408</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/13/2023</b> To: <b>03/27/2023</b>
Location: <b>Division of Management and Administration Office of Health Care Financing 55 North Willow Street, 5th Floor, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

As part of the New Jersey Hospital Care Payment Assistance Program (Charity Care) Unit within the Office of Health Care Financing (OHCF), under the direction of OHCF leadership, the Program Specialist Trainee will facilitate the provision of excellent customer service by handling a high volume of phone calls from acute care hospitals, patients, patient advocates, and other stakeholders regarding the Charity Care program. The Program Specialist Trainee will also respond to requests and inquiries received via mail and email.

The Program Specialist Trainee will become familiar with applicable Charity Care statutes and regulations, as well as program policies/procedures, and then maintain and utilize their knowledge and subject-matter expertise to assist with responding to compliance questions and conduct financial analysis to advise patients about their eligibility and provide technical assistance to hospitals regarding a variety of matters. The Program Specialist Trainee, through their daily work and under the supervision of OHCF leadership, will exercise sound judgment to support the work of the Charity Care Unit as well as help to further the goals and objectives of the Charity Care program and NJ Department of Health, with professionalism and integrity.

Preference will be given to candidates who are bilingual in Spanish and English.

Note: This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

**ADVANCEMENT:** Appointees who successfully complete the 12 month training period will be eligible for advancement to one of the following titles: Program Specialist 1, Program Specialist 1 (Socio-Economic Programs), Program Specialist 1 (Social/Human Services), or Program Specialist 1 (Regulatory Programs). The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**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 essential duties of the position

**NOTE:** Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain a certification as a Quality Control Inspector, issued by an agency accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Program Notice 14-4. Training is required to be successfully completed subsequent to advancement to the primary title, Program Specialist 1, Socio-Economic Programs.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTMA@doh.nj.gov**
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

- 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.