



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

*State of New Jersey*

**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 <b>Program Support Specialist 1 Assistance Programs [Unclassified]</b>			Salary <b>R27 \$81,688.72 - \$116,313.16</b>
Posting Number <b>SG529-24</b>	Position Number <b>925752</b>	Number of Positions <b>1</b>	Posting Period * From: <b>08/05/2024</b> To: <b>08/19/2024</b>
Location: <b>Office of the Commissioner Office of Women's Health 55 N. Willow Street, Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the supervision of the Executive Director of the Office of Women's Health, the Program Support Specialist 1, Assistance Programs, is responsible for maintaining, monitoring, and implementing women's health programs and education. This role supervises the work operation and personnel assigned to this office and acts as the back-up to the Executive Director on activities deemed appropriate by the Director.</p> <p>Plans, organizes, and assigns the work of the Office of Women's Health and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.</p> <p>Works collaboratively with the Executive Director of the Office of Women's Health to develop programs and services to meet the goals and objectives of the Office of Women's Health, implementing best practices initiatives that support the women and birthing people of New Jersey.</p> <p>Serves as Project Management Officer (PMO) for various projects, working collaboratively with other PMOs, GMOs, SMEs, and stakeholders to ensure efficient program operation and service delivery.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>NOTE:</b>Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Seven (7) years of professional experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p>OR</p>			



State of New Jersey

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Possession of a master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field from an accredited college or university; and two (2) years of the above-mentioned professional experience.

**CERTIFICATION:**

Appointees to positions assigned to the Weatherization Assistance Program in the Department of Community Affairs will be required to complete training and obtain the following:

Certification as a Home Energy Professional Energy Auditor and Quality Control Inspector both issued by the Building Performance Institute, accredited by the United States Department of Energy (USDOE), in conformance with USDOE Weatherization Assistance Program Memorandum, 036 and USDOE Weatherization Program Notice 14-4 respectively. Training is required to be successfully completed within the time frame established by the Appointing Authority, depending upon availability by the training provider.

**NOTE:**"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**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.

**IMPORTANT FILING INSTRUCTIONS**

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

- Forward the required documents electronically to:  
***PSTOC@doh.nj.gov***
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration  
Reference Posting #SG529-24  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

**Required documents:**

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

*\* Responses received after the closing date MAY be considered if the position is not filled.*



State of New Jersey

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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](mailto: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.**