



# NEW JERSEY DEPARTMENT OF HEALTH

## NOTICE OF VACANCY

*State of New Jersey*

**The Department of Health received funding through the American Rescue Plan Act (ARPA) of 2021 to establish temporary unclassified positions to provide additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; and state and local governments. This funding supports the governmental public health response to COVID-19. These positions will be comprised of Unclassified Career Service titles within the Department of Health and will expire on or before December 31, 2025.**

Title <b>PUBLIC HEALTH REPRESENTATIVE 1 [Unclassified]</b>			Salary <b>R24 \$71,214.39 - \$101,098.35</b>
Posting Number <b>A650-24</b>	Position Number <b>944164</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/1/2024</b> To: <b>10/15/2024</b>
Location: <b>DOH-DHSTS, 55 N WILLOW STREET TRENTON NJ</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Successful applicant, will be expected to:            Supervise day-to-day activities of public health representative team including case assignment, review, and feedback to ensure assigned team is conducting timely field investigative activities to locate individuals with suspected or confirmed COVID-19, STD, HIV and other infectious diseases and assure appropriate examination/treatment/referrals. Provide technical assistance and support to local Disease Intervention Specialist staff, as assigned. Provide COVID-19, STD/HIV, and other infectious diseases information to patients and the general public in both English and/or a non-English language. When applicable, provide targeted outreach within communities and at sites throughout New Jersey to individuals at high risk of COVID-19, STDs/HIV, and other communicable diseases. Provide targeted outreach at sites throughout New Jersey to individuals at high risk of STDs and/or their partners. Maintain professional liaison with hospitals, physicians, healthcare professionals, and local health departments providing technical assistance in all aspects of Program operations as needed. Successfully complete all 14 modules and VCA E3 webinar series of the Passport to Partner Services (Track D) course, with a score of 80% or higher. Be available, attend, and successfully complete the out-of-town Passport to Partner Services (Track D) one-week instructor-led course. Successfully complete HIV Counseling training provided by Rutgers University/HIV Prevention Services. Perform HIV tests or collect samples and test for HIV using rapid-rapid testing, in field, in accord with established protocols. Successfully complete training (if necessary) and demonstrate competence in the use of the Sexually Transmitted Diseases (STD) Services Communicable Disease Registry Surveillance System (CDRSS), a web-based computerized system used to document/monitor/manage nearly all aspects of STD Program operations. Train public health representative positions on the skills including performance of an original interview, re-interview and cluster interview, rapid follow-up of identified contacts, suspects, and associates, ongoing analysis of source/spread/cluster relationships, rapid response to supervisory directives, identification of high risk locations for subsequent screening activities, and timely case closure. A valid driver's license is required and use of personal vehicle may be required if a state vehicle is not available.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>NOTE: 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.</b></p> <p>Seven (7) years of professional experience as a tumor registrar in a communicable disease related health or social service program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p>			



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OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in biological science, public health, public health nursing, social services, or other closely related subjects; and two (2) years of the above-mentioned professional experience.

**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:**

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.

### IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:  
***PSTHIVAIDS@doh.nj.gov***
- Mail the required documents to:  
**Patricia Laird, Administrative Assistant 1  
HIV, STD and TB Services  
Reference Posting #A650-24  
New Jersey Department of Health  
PO Box 363  
Trenton, NJ 08625-0363**

**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.*



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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.**