



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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

Title <b>Public Health Representative Trainee [Classified Non-Competitive]</b>			Salary <b>P95 \$48,056.98 - \$50,229.66</b>
Posting Number <b>304-24</b>	Position Number <b>957743</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 5/1/2024 To: 5/15/2024</b>
Location: <b>Division of Family Health Services 55 North Willow St. Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Prepare correspondence for families receiving Early Intervention services. Maintain essential records and files for the Procedural Safeguard Office. Investigate the needs of families receiving Early Intervention services and prepare reports containing findings, conclusions, and make recommendations. Prepare and maintain the System Users Guide specific for families and ensure timely updates to match system enhancements. Provide investigative support to the Procedural Safeguard Office in cases of suspected Fraud, Waste, and Abuse. Learns to run reports, ensure data entry integrity, conduct Fiscal Portal system tests, and providing technical support to retrieve needed documentation.</p> <p><b>ADVANCEMENT:</b> 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> <p>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.</p> <p><b>ADVANCEMENT</b></p> <p>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>			
<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>Four (4) years of professional experience in a health or social service related program, which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p> <p><b>OR</b></p>			



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Possession of a bachelor's degree from an accredited college or university.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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:

***PSTFHS@doh.nj.gov***

- Mail the required documents to:

**Juliet Taylor, Senior Management Assistant  
Family Health Services  
Reference Posting #304-24  
New Jersey Department of Health  
PO Box 364  
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.**