State of New Jersey
Department of Human Services

Mikie Sherrill
Governor

Vacant
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	420-26	**ISSUE DATE:**	11/2/2026	**CLOSING DATE:**	11/16/2026
TITLE:	Quality Assurance Coordinator				
LOCATION:	Division of Developmental Disabilities Federal Reporting Compliance & Service Monitoring Management Office of Risk Management - Incident Reporting & Hotline Multiple Locations: Flanders, Paterson, Newark, Trenton, Freehold, Egg Harbor Twp. or Voorhees based on availability	**RANGE:**	R 29		
		SALARY:	$95,955.40 - $141,386.20		
		CLASS OF SERVICE:	Competitive		
OPEN TO:	**Lateral Opportunity** Current **Federal Reporting Compliance & Service Monitoring Management - Office of Risk Management** Employees Only				

DESCRIPTION

DEFINITION:	Under direction supervises and coordinates staff engaged in program and facility evaluations including various aspects of clinical, support, and administrative services; does other related duties.

REQUIREMENTS

REQUIREMENTS:	**LICENSE:** A license as a Registered Nurse in the State of New Jersey. **EXPERIENCE:** Five (5) years of experience in the monitoring and/or evaluation of clinical or human services records and/or programs in a hospital or other health services facility or in a human services agency. **NOTE:** A Bachelor's degree, and four (4) years of experience in the monitoring and/or evaluation of clinical or human services records and/or programs in a hospital or other health services facility or in a human services agency may be substituted for the above license and experience requirements. **NOTE:** A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated experience.
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 NOTICES

FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ. 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 citizenship to the United States.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. Appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.

TELEWORK:	Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.

FILING INSTRUCTIONS

FORWARD **RESUME** AND COPY OF **TRANSCRIPT(S)** (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: **DDD-CO.Resumes@dhs.nj.gov**

You **must** include the Job ***Posting #*** and ***Last Name*** in the **subject line** of your email. **Example: (123-22, Smith)**