



# State of New Jersey

## Department of Human Services

Philip Murphy  
Governor  
Tahesha L. Way  
Lt. Governor  
Sarah Adelman  
Commissioner

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

JOB POSTING #:	109-25	ISSUE DATE:	5/7/2025	CLOSING DATE:	5/21/2025
TITLE:	Quality Assurance Coordinator				
LOCATION:	Division of Disabilities Services 11A Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	R29		
		SALARY:	\$89,575.39 - \$127,744.57		
		UNIT SCOPE:	K840		
		SERV. CLASS:	Competitive		
OPEN TO:	Current <u>Department/Division/NJ State Employees</u> with Underlying Permanent Status				
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:	<b>LICENSE:</b>  A license as a Registered Nurse in the State of New Jersey.				
	<b>EXPERIENCE:</b>  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.				
	<b>NOTE:</b> 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.				
	<b>NOTE:</b> A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated experience.				
SPECIAL NOTE:	Under the direction of the TBI Fund Program Administrator, the Quality Assurance Coordinator position will support the TBI Fund by overseeing the coordination and providing clinical review of TBI Fund applications, support plans, and approved services for TBI Fund beneficiaries. The Quality Assurance Coordinator position will be responsible for maintaining relationships with internal and external case managers, BIANJ, and other agency staff who refer NJ residents to the TBI Fund. This position will also support the TBI Fund in monitoring case management agencies' compliance and capacity to provide TBI Fund related services. Strong preference will be given to candidates with experience in clinical review of medical documentation and social/case work supervisory experience. This role might interest those with knowledge of the principles, practices and techniques of social work as applied to the respective area of specialization and assignment; coordination of case management; development and execution of protocols; and customer service.				
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					
NOTE FOR 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:	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
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.				
NOTE(S):	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position may be eligible to participate in the Department's pilot " <u>Telework Program</u> ", 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: <a href="mailto:DHS-HRAdmin.Resumes@dhs.nj.gov">DHS-HRAdmin.Resumes@dhs.nj.gov</a> You must include the Job <b>Posting #</b> , and <b>Last Name</b> in the subject line of your email. Example: (123-22, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer

