



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

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

JOB POSTING #:	301-26	ISSUE DATE:	9/1/2026	CLOSING DATE:	9/15/2026
TITLE:	Quality Assurance Technician				
LOCATION:	Department of Human Services Office of Program Integrity and Accountability 221 Laurel Rd, Suite 210 Voorhees, NJ 08043	RANGE:	P 21		
		SALARY:	\$66,592.01 - \$97,353.91		
		UNIT SCOPE:	K815		
		SERV. CLASS:	Competitive		
OPEN TO:	Current NJ State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under direction of the Quality Assurance Coordinator, Department of Human Services and Department of Health, performs quality assurance functions to ensure compliance with established policies, procedures, and related standards for optimum clinical care and patient service delivery; performs other related duties as required.				
SPECIAL NOTE:	This position is located within OPIA's Office of Prevention, Field Safety and Services Unit (FSSU). The incumbent maintains SAFE-T and related tracking systems, reconciles licensing and individual-movement information, monitors provider responses, organizes correspondence, and prepares updates for supervisory staff. The position reviews records for completeness, accuracy, and timeliness and identifies overdue or unresolved matters for supervisory review. This is an office-based position and does not conduct unannounced field visits.				
REQUIREMENTS					
REQUIREMENTS:	Two (2) years of administrative experience providing assistance in staffing, fiscal management, office administration or other support services in a business or government agency.				
	PLUS Three (3) years of experience in resident care work involving the review of clinical records, monitoring patient care and treatment measures, and the determination of treatment goals.				
SPECIAL NOTE:	A bachelor's degree from an accredited college or university is preferred. The preferred candidate will have experience maintaining databases or quality-assurance records, reconciling information from multiple sources, tracking deadlines and outstanding items, and preparing correspondence or reports. Strong organizational, communication, and follow-through skills and proficiency in Microsoft Office are also preferred.				
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 <u>must be evaluated</u> 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 with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . 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 its administered.				
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. All 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 " <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.				
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.
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FILING INSTRUCTIONS

Forward a cover letter, resume, and transcript (if applicable) electronically to:

DHS-CO.Resumes@dhs.nj.gov
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You must include the Job <i>Posting #</i> , and <i>Last Name</i> in the subject line of your email. Example: (123-25, Smith)

New Jersey Department of Human Services is an Equal Opportunity Employer