



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

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

JOB POSTING NUMBER	322-20	ISSUE DATE	2/13/2020	CLOSING DATE	2/27/2020
TITLE	Quality Assurance Specialist, Health Services	RANGE	P26		
LOCATION	Division of Medical Assistance & Health Services Office of Managed Health Care 7 Quakerbridge Plaza Mercerville, NJ 08619	SALARY	\$68,635.84 - \$97,643.83		
		OPEN TO	Current State employees		
DEFINITION	<p>Under the supervision of a Quality Assurance Coordinator or other supervisory official in an institution, agency, or central office location, performs program and/or facility evaluations of clinical care and administrative services provided by any departmental unit or facility, may assess and evaluate reports or incidents of client safety and neglect; does related work as required.</p> <p>This position will report directly to the Director of Managed Care Operations (MCO) within the Office of Managed Health Care. The primary responsibilities will include daily oversight and management of the NJ Medicaid Managed Care Contract; generating reports; readiness review activities; MCO market entrance and exits; and meeting additional contractual and regulatory requirements.</p> <p>Candidates that are proficient in all Microsoft Office programs, are highly organized and detail oriented, have excellent written and verbal communication skills, and have the ability to operate in a fast-paced ever-changing environment are preferred. Knowledge of Medicaid or Managed Care is ideal, but not required.</p> <p>NOTE: This posting may be utilized to fill future vacancies.</p> <p>NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.</p>				
REQUIREMENTS					
EDUCATION					
EXPERIENCE	A license as a Registered Nurse in the State of New Jersey and four (4) years of experience as a Registered Nurse, one (1) year of which is specialized experience including the monitoring and/or evaluation of clinical or human services records and programs in a mental health, geriatric, health care setting, or human services agency.				
NOTE	NOTE: A Bachelor's degree, and three (3) years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human services agency which includes monitoring and/or evaluation of clinical or human services records and programs which may include allegations of abuse, neglect, exploitation, or incidents of client abuse or safety and well-being, may be substituted for the above license and experience requirements. A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated specialized experience.				
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.				
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 NOTICE					
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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: mahs-hrresumes@dhs.state.nj.us					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer