



# 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:

<b>JOB POSTING #:</b>	379-25	<b>ISSUE DATE:</b>	12/2/2025	<b>CLOSING DATE:</b>	12/16/2025
<b>TITLE:</b>	Quality Assurance Coordinator				
<b>LOCATION:</b>	Division of Aging Services Office of Long-Term Support Services (LTSS) 12 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	R29		
		<b>SALARY:</b>	\$92,710.53 - \$136,605.03		
		<b>UNIT SCOPE:</b>	K960		
		<b>SERV. CLASS:</b>	Competitive		
<b>OPEN TO:</b>	Current Division Employees with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	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.				
<b>SPECIAL NOTE:</b>	<p>This position will also:</p> <ul style="list-style-type: none"> <li>• Ensure that audits are completed accurately and timely.</li> <li>• Attend meetings pertaining to Managed Long-Term Support Services (MLTSS), Clinical Eligibility, Medicaid Eligibility, County Social Service Agency (CSSA) meetings, Managed Care Organization, (MCO) meetings, Quality Meetings, and other meetings deemed appropriate by the LTSS Program Director.</li> <li>• Receive, research, and respond to all legislative, director, and other complaints or inquiries regarding MLTSS as needed.</li> <li>• Assist the Training Unit as needed.</li> <li>• Liaison with internal and external partners and stakeholders.</li> <li>• Develop MLTSS policy as needed.</li> </ul>				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<p><b>LICENSE:</b> A license as a Registered Nurse in the State of New Jersey.</p> <p><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.</p> <p><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.</p> <p><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.</p>				
<b>SPECIAL NOTE:</b>	The preferred candidate will be a team-oriented person committed to serving people in the best way possible. They will also be proficient in the development and implementation of MLTSS MCO Contract.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>FOREIGN DEGREES:</b>	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.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	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 it administered.				
<b>CIVIL SERVICE LISTS:</b>	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.				

<b>TELEWORK:</b>	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.
<b>EMPLOYEE BENEFITS:</b>	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 a cover letter, resume, and transcript (if applicable) electronically to: [DoAS.Resume@dhs.nj.gov](mailto:DoAS.Resume@dhs.nj.gov).  
 You must include the Job **Posting #**, and **Last Name** in the **subject line** of your email. **Example: ( 123-25, Smith )**

**New Jersey Department of Human Services is an Equal Opportunity Employer**