



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

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

JOB POSTING NUMBER	512-21	ISSUE DATE	4/8/2021	CLOSING DATE	4/22/2021
TITLE	Quality Assurance Specialist, Health Services	RANGE	P26		
LOCATION	Office of Program Integrity and Accountability Office of Licensing Western Central Team – Trenton, NJ	SALARY	\$68,635.84 - \$97,643.83		
		OPEN TO	Current State employees		
		DEFINITION			
Under the supervision of a Quality Assurance Coordinator or other supervisory official in the Office of Licensing (OOL), within the Office of Program Integrity and Accountability (OPIA), performs a critical function within the New Jersey Department of Human Services (DHS) serving as the licensing and regulatory authority of the Department. The OOL is responsible for the regulation of over 2,300 programs serving persons with developmental disabilities and traumatic brain injuries. Through its mandates, the OOL assures vulnerable individuals are served safely and appropriately within these programs. OOL's duties and responsibilities help to ensure the continued health, safety and well-being of thousands of vulnerable individuals receiving DHS services.					
REQUIREMENTS					
EDUCATION	A License as a Registered Nurse in the State of New Jersey				
EXPERIENCE	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	<ul style="list-style-type: none"> ➤ 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 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 experience. ➤ This position is located within the Office of Licensing and the selected candidate will perform his/her duties primarily within the Central counties of the state. The office location is Trenton, NJ. ➤ Job Duties Include: conducting routine and unannounced licensing inspections of programs serving individuals with developmental disabilities and traumatic brain injuries; issuing deficiency reports based on the inspections and the requirements of a plan of corrections; advise agencies on operational matters related to the Standards; and provide recommendations regarding quality improvement. 				
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: DHS-CO.Resumes@dhs.nj.gov You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer