



State of New Jersey

Department of Human Services

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

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

JOB POSTING #:	538-23	ISSUE DATE:	9/13/23	CLOSING DATE:	3/13/24
TITLE:	Government Representative 2				
LOCATION:	Department of Human Services Office of New Americans 222 South Warren Street Trenton, NJ 08625	RANGE:	X 98		
		SALARY:	\$85,000 - \$110,000		
		UNIT SCOPE:	K800 – Office of the Commissioner		
OPEN TO:	GENERAL PUBLIC				
DESCRIPTION					
DEFINITION:	Under the direction of the Assistant Director of the Office of New Americans, the State Refugee Health Coordinator (SRHC) oversees the administration and implementation of the Refugee Health Program and Domestic Medical Screenings (DMS) through assessment of DMS need and capacity at contracted healthcare providers, and oversees contract compliance and quality of services. The SRHC works in coordination with the State Refugee Coordinator (SRC) and Refugee Health and Wellness Specialist, and provides health expertise for the Refugee Health Program in determining appropriate health coordination and support for ORR-eligible populations.				
NOTE:	Bilingual in any of the following languages is preferred but not required: Spanish, Korean, Chinese, Portuguese, Gujarati, Polish, French or Haitian Creole, Arabic, Russian, Italian, or Mandarin.				
REQUIREMENTS					
EDUCATION:	Graduation from an accredited college or university with a Bachelor's degree.				
EXPERIENCE:	<p>Four (4) to six (6) years of public health management or compliance oversight.</p> <ul style="list-style-type: none"> • Knowledge of management and oversight of health programs and service provision to immigrant and refugee populations or other vulnerable communities. • Experience managing contracts and relationships with healthcare providers, including monitoring of funding, expenditures, reporting, compliance, and service quality. • Understanding of compliance to federal and state funding requirements, including monitoring and reporting program data. • Experience with strategic planning around health services and provision, access to care, public health trends, and expansion of healthcare initiatives. • Knowledge of coordinating of services for high risk medical cases, liaising with various medical providers and services as needed. • Experience assessing training and knowledge development needs for health program staff and coordinating its provision 				
NOTE:	Strong preference will be given to candidates with experience in public health and/or other health related setting that includes administration and coordination of management of health services, contracts, and/or initiatives, as well as experience working with diverse communities including immigrants, refugees and non-English speakers.				
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:	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: This position may be eligible to participate in the Department's pilot "Telework Program", 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.</p> <p>* <u>SAME Applicants</u>: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.</p>				
FILING INSTRUCTIONS					
<p>Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov</p> <p>You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)</p>					

New Jersey Department of Human Services is an Equal Opportunity Employer

