



New Jersey Department of Military and Veterans Affairs

Menlo Park Vacancy Announcement #M-07-2024

OPENING DATE: February 9, 2024 **CLOSING DATE:** December 31, 2024

TITLE: CERTIFIED NURSE'S AIDE- Title code: 12704 (Non-Competitive Title)

LOCATION: Menlo Park Veterans Memorial Home- 132 Evergreen Road, Edison, NJ 08818- Administration

SALARY: H13 (\$41,682.97 - \$58,381.57) **WORK WEEK:** 40

SHIFT: **Night** : 11PM – 7am **Day** : 6:45 am – 3:15 pm, or **Evening** : 2:45 pm – 11:15 pm
RDO: alternating schedule with every other weekend off

SCOPE OF ELIGIBILITY: Applicants will be accepted from all who meet the requirements listed below. Selection will be made from among the best qualified. Permanency in position will be received after passing a working test period.

JOB DESCRIPTION: Under close supervision of a Nursing Supervisor or other supervisory official in a long-term nursing care facility; provides nonprofessional nursing care and participates as a member of a treatment team; reports on patients'/residents' behavior and treatment related issues of a non-medical nature between shifts; works with patients/residents and their families and participates in the social, physical, and emotional rehabilitation of patients/residents; assists with activities of daily living.

REQUIREMENTS

SPECIAL NOTE:

- This position will be a provisional appointment pending open competitive or promotional examination through NJCSC.
- Current State Employees who would like to transfer in the same title must follow application process stated below.
- NJ State Law (N.J.S.A. 26:2h-18.79) requires all health care facility employees to have the influenza vaccination annually.
- Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

LICENSE:

- Possession of a valid New Jersey Nurse's Aide Certification issued by the New Jersey Department of Health.
- Appointee 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 essential duties of the position.

RESIDENCY LAW: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

PREEMPLOYMENT NOTE: Newly hired employees or transfers must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information. Additionally, in accordance with the Department of Military and Veterans Affairs Departmental Directive #20.1 Drug Testing Policy for employees, if you are called for an interview and you are chosen to continue with the pre-employment processing you must consent to undergo drug testing for controlled and dangerous substances along with a physical.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS by CLOSING DATE TO:

Mail: ATTN: Menlo Park HR Recruitment-132 Evergreen Road, PO Box 3013, Edison, NJ 08818-3013
E-Mail: MenloParkRecruitment@dmava.nj.gov
Fax Number: (732) 452-4268

Forms may be obtained from our website at:

<https://www.nj.gov/military/personnel/forms/employment-application.pdf>

the Human Resources Division or you may request an application from the e-mail provided

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

"Serving Those Who Served"

- LB -