



# New Jersey Department of Military and Veterans Affairs

## Menlo Park Vacancy Announcement #M-27-2023

**OPENING DATE:** May 31, 2023

**CLOSING DATE:** June 8, 2023

**POSITION:** Associate Hospital Administrator 1 (Unclassified)

**SALARY:** &35 (\$110546.27 - \$158,260.13)

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

**WORK WEEK:** NL M-F 9:00 am – 4:30 pm with flexibility for the need of the facility.

**SCOPE OF ELIGIBILITY:** Applications will be accepted from all who meet the requirements listed below. Selection will be made from among the best qualified. **This will be an unclassified appointment.**

### SPECIAL NOTE:

- This position is pending NJ Civil Service Freeze Approval.
- Effective January 13, 2022, the Executive Order #283 and the final ruling by the U.S. Supreme Court mandates all staff working in long-term care facilities and nursing homes to be fully vaccinated against COVID-19. Please do not submit your vaccination records at this time.
- 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>

**JOB DESCRIPTION:** Under the direction of the Chief Executive Officer, organizes develops, and directs systematic administrative support services and/or clinical services to ensure that division, institution, and accrediting standards are maintained. In absence of the Chief Executive Office, may assume the duties of planning, directing, and coordinating all facility activities to maintain full patient care in accordance with accepted standards; manages staff and work activities' prepares and signs official performance evaluations for subordinate staff; does related duties as required.

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Master's degree in Hospital Administration, Public Administration, Public Health, Business Administration or Mental Health Administration, Psychology, Social Work, Nursing, Rehabilitation, or related field.

**EXPERIENCE:** Five (5) years of administrative experience managing a significant service of program in a psychiatric or general hospital, large mental health facility, or social services agency dealing with the mentally ill.

**NOTE:** Applicants who do not possess a Master's degree may substitute one (1) year of additional experience as indicated above.

### LICENSE:

- 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 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](mailto: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"**

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