



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

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*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

May 5, 2022

### NOTICE OF JOB VACANCY #22-263

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of the Insurance Fraud Prosecutor, for applicants who meet the requirements specified below:

**TITLE:** Program Specialist 2

**SALARY:** \$56,893.23 to \$80,546.58

**LOCATION:** Office of the Insurance Fraud Prosecutor  
Medicaid Fraud Control Unit  
25 Market Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of the Insurance Fraud Prosecutor, Deputy Insurance Fraud Prosecutor, Director/Bureau Chief of the Medicaid Fraud Control Unit (MFCU), or other executive officers in the Office of the Insurance Fraud Prosecutor-MFCU, shall be responsible for the victim-witness duties relating to MFCU, including outreach to victims of Medicaid fraud and elder abuse (including financial exploitation of the elderly) and their families. Works closely with detectives and attorneys to track progress of each investigation and provides information to families about stages of investigation in accord with existing policy and law; notifies victims, families and witnesses of their rights; identifies available social services and makes appropriate referrals to meet victims' physical, emotional, financial and other needs; provides guidance regarding applications; works with county victim-witness counterparts to obtain services for families; accompanies families at court appearances and other meetings as required; coordinates outreach programs to relevant audiences; plans, executes and participates in community engagement and education events; works with the Elder Protection Task Force; and performs other related duties as required. The selected candidate may also help create written materials about Medicaid fraud, elder abuse and victim-witness related services.

#### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

**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.

**PREFERENCE:** Preference will be given to candidates with previous victim-witness and/or community engagement experience, as well as experience with the Medicaid program and geriatric populations. Preference will also be given to candidates who are bilingual in English & any other language. Please indicate bilingual abilities in your cover email or letter.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-263 and a current resume on or before the closing date of May 19, 2022 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety 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.

