



State of New Jersey

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

PHILIP D. MURPHY
Governor

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Lt. Governor

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WILLIAM H. CRANFORD
Chief Administrative Officer

May 24, 2022 NOTICE OF JOB VACANCY #22-298

This is a repost of vacancy announcement #22-11 & #22-129; previous applicants need not reapply.

A temporary employment services opportunity currently exists with the Department of Law & Public Safety, New Jersey Coordinator of Addiction Responses and Enforcement Strategies, for applicants who meet the requirements specified below:

TITLE: Special Services
(Hourly Program Specialist)

SALARY: \$31.14 to \$35.46 per hour

LOCATION: New Jersey Coordinator of Addiction Responses and Enforcement Strategies
124 Halsey Street, 5th Floor
Newark, New Jersey 07102
(*Statewide travel required for work responsibilities*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the limited supervision of a supervisory official within the office of the New Jersey Coordinator of Addiction Responses and Enforcement Strategies (NJ CARES), will be responsible for managing all prescriber education initiatives related to opioids for the office, including but not limited to: prescriber education courses through virtual learning modules and Podcasts, and programs that provide prescribers with one-on-one assistance with their patients and remediation. Activities will include but not be limited to: ensuring adherence by all parties to contract terms; overseeing financial and program reporting and evaluation; working with various universities/healthcare entities and project stakeholders to develop and implement new and existing programs and the Division of Consumer Affairs and medical associations to promote the programs; reviewing and approving educational materials/content for educational initiatives; staying abreast of prescriber education needs; proposing new programs to expand/enhance current programs; and attending meetings and relevant conferences; and does other related work.

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.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

PREFERENCE: Preference will be given to candidates with a background in healthcare as well as providing opioid education to health care providers; experience working to address the opioid epidemic through a healthcare lens, and program management.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

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 #22-298 and a current resume to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

This announcement will remain open until the position is filled.

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.

