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**March 9, 2018**  
**NOTICE OF JOB VACANCY**  
**#18-25**

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

**TITLE:** Special Services (Quality Assurance Specialist, Health Services)

**SALARY:** \$40.54 per hour

**LOCATION:** Juvenile Justice Commission  
Healthcare and Safety Services Unit  
1001 Spruce Street, Suite 202  
Trenton, NJ 08638

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the supervision of the Manager of the Healthcare and Safety Services Unit, ensures the medical care to residents is of the highest quality and consistent with professional and community standards; implements various quality improvement processes that are data driven and informed by ongoing staff feedback, coordination, and collaboration with relevant individuals and/or components; prepares clear, sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations; conducts surveys, audits, and inspections; reviews and evaluates current clinical records management procedures and retention schedules and inventory record groups; keeps the Chief Administrative Officer and Manager of the Health Care and Safety Services Unit abreast of ongoing Quality Assurance related information via memorandums and reports submitted in a timely manner; does other related duties as required.

**REQUIREMENTS**

**LICENSE:** A license as a Registered Nurse in the State of New Jersey.

**EXPERIENCE:** Four (4) years of experience as a Registered Nurse, one (1) year of which is specialized experience including the monitoring and/or evaluation of clinical or human services records and programs in a mental health, geriatric, health care setting, or human services agency.

**NOTE:** A Bachelor's degree, and three (3) years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human services agency which includes monitoring and/or evaluation of clinical or human services records and programs which may include allegations of abuse, neglect, exploitation, or incidents of client abuse or safety and well-being, may be substituted for the above license and experience requirements.

**NOTE:** A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated specialized experience.

**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 the essential duties of the position.

**PREFERENCE:** Preference will be given to candidates with, at a minimum, an Associate's degree in Nursing and six (6) years or more of related experience. Candidates must provide a copy of their RN license and degree/transcripts to be eligible for this substitution.

**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 will result in your ineligibility.

***If interested, please send a cover letter indicating job vacancy #18-25, copy of valid RN license and degree/transcripts, and current resume before the closing date of March 23, 2018 to:***

Recruitment Officer  
[jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov)

**-OR-**

Juvenile Justice Commission  
Office of Human Resources- Recruitment Officer  
P.O. Box 107, Trenton, NJ 08625-0107

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.

