



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING #:</b>	115-25	<b>ISSUE DATE:</b>	5/16/2025	<b>CLOSING DATE:</b>	5/30/2025
<b>TITLE:</b>	Quality Assurance Specialist, Health Services				
<b>LOCATION:</b>	Green Brook Regional Center 275 Greenbrook Road Green Brook, NJ 08812	<b>RANGE:</b>	P26		
		<b>SALARY:</b>	\$78,024.71 - \$111,000.80		
		<b>UNIT SCOPE:</b>	K452		
		<b>SERV. CLASS:</b>	Competitive		
<b>OPEN TO:</b>	Current Department/Division/NJ State Employees with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the supervision of a Quality Assurance Coordinator or other supervisory official in an institution, agency, or central office location, performs program and/or facility evaluations of clinical care and administrative services provided by any departmental unit or facility, may assess and evaluate reports or incidents of client safety and neglect; does related work as required.				
<b>EXPERIENCE:</b>	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.				
<b>REQUIREMENTS</b>					
<b>EDUCATION:</b>	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.  <b>LICENSE:</b> A license as a Registered Nurse in the State of New Jersey.  <b>NOTE:</b> A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated specialized experience.				
<b>NOTE:</b>	The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>RESIDENCY:</b>	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
<b>NOTE(S):</b>	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position "MAY" be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter, transcripts, and resume electronically to: <a href="mailto:DDD-GRC.RESUME@dhs.nj.gov">DDD-GRC.RESUME@dhs.nj.gov</a> You must include the Job <b>Posting #</b> , and <b>Last Name</b> in the subject line of your email. <b>Example: (123-22, Smith)</b>					

New Jersey Department of Human Services is an Equal Opportunity Employer