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**POSITION TITLE:** Medical Records Supervisor

**SALARY RANGE:** $39,914.77 - $50,865.22 (35 hrs/weekly)

**DEPARTMENT:** Health and Community Wellness

**REQUIREMENT:** Applicants must be City of Newark Residents.

**SEND COVER LETTER & RESUME TO:**  [williamss@ci.newark.nj.us](mailto:williamss@ci.newark.nj.us) [cabreaw@ci.newark.nj.us](mailto:cabreaw@ci.newark.nj.us)

**JOB DESCRIPTION:**

Under the direction of a Medical Records Administrator or other supervisor official in a State department responsible for patient/client medical records, or in a local medical/health institution, organizes and supervises the activities of the medical records center including statistical compilation and reporting, medical care evaluation and medical records maintenance; does other related work.

**JOB RESPONSIBILITIES:**

Supervises the daily operations of the medical records center in a state institution.

Supervises the release of patient information to physicians, insurance companies, and others who have a legitimate interest in case histories in accordance with departmental policy, New Jersey State laws, and other regulations affecting medical records.

Establishes health record indexes/cross-indexes and periodically reviews data requirements.

Supervises the work operations and/or functional programs and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.

Reviews or supervises the review of medical records for completeness and accuracy according to the standards established by the Joint Commission on Accreditation of Hospitals and the appropriate New Jersey state department; initiates procedures to facilitate prompt completion of records by physicians; refers incomplete or inaccurate records for correction.

Assists the medical staff in developing admissions, length of stay, extended stay criteria, audit criteria, and other policies and procedures to assure compliance with standards set by the Joint Commission on Accreditation of Hospitals, Social Security Administration, Professional Standards Review organizations and other regulatory agencies.

Supervises the filing, withdrawing, and issuing of records and file to authorized personnel.

**CERTIFICATION:**

Certification as a Registered Health Information Technician by the American Health Information Management Association.

**NOTE:** Certification as a Certified Professional Coder (CPC) may be substituted for the above certification.

**EXPERIENCE:**

Three (3) years of experience in a medical records center of a hospital or health care facility.

**NOTE:** Certification as a Registered Health Information Administrator by the American Health Information Management Association may be substituted for two (2) years of the above experience.

**KNOWLEDGE AND ABILITIES:**

Knowledge of medical recordkeeping principles and practices, including standard nomenclature and classifications.

Knowledge of medical terminology.

Knowledge of the methods used to prepare statistical reports.

Ability to supervise the medical record center of a hospital or other health care facility.

Ability to read, interpret and apply laws and regulations affecting medical care records and activities.

Ability to supervise the review, coding and indexing of patients' records and the abstracting of data for reports.

Ability to provide appropriate assignments and instructions to unit staff and to supervise the performance of their work.

Ability to provide information in accordance with hospital policies and state regulations.

Ability to prepare correspondence.

Ability to prepare clear sound, accurate and informative statistical and other reports.

Ability to establish and maintain effective working relationships with subordinates, physicians, and other medical and administrative personnel.

Ability to supervise the establishment and maintenance of the medical records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

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**POSITION TITLE:** Senior Physician

**SALARY RANGE:** $159,138.03 Flat (35 hrs/weekly)

**DEPARTMENT:** Health and Community Wellness

**REQUIREMENT:** Applicants must be City of Newark Residents.

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**JOB DESCRIPTION:**

Under direction of the Department Director and Medical Director, diagnoses and treats diseases and disorders of the human body; does related work as required.

**JOB RESPONSIBILITIES:**

Examines patients, utilizing a variety of medical equipment, instruments and tests, following

standard medical procedures.

Orders or conducts various tests and x—rays to provide information on patient's condition.

Analyzes reports and findings of tests and examinations, and diagnosis condition.

Administers or prescribes drugs and treatments.

Inoculates and vaccinates patients to immunize them against communicable diseases.

Promotes health by advising patients concerning diet, hygiene, and methods for prevention of

disease.

Will be required to learn to utilize various types of electronic and/or manual recording and

information systems used by the agency, office or related units.

**LICENSE:**

Possession of a valid license to practice medicine in the State of New Jersey.

**KNOWLEDGE AND ABILITIES:**

Knowledge of accepted principles, practices, methods and techniques in the field of medicine.

Ability to diagnose and treat a variety of human disorders.

Ability to detect, analyze, evaluate and interpret manifestations and symptoms of pathological

disorders.

Ability to apply accepted principles, practices and techniques to individual cases and to gain the

confidence and cooperation of patients.

Ability to learn to utilize various types of electronic and/or manual recording information systems

used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the

duties of this position. American Sign Language or braille may also be considered as acceptable

forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**POSITION TITLE:** Senior Medical Social Worker

**SALARY RANGE:** $73,365.07 - $96,966.93 (40 hrs/weekly)

**DEPARTMENT:** Health and Community Wellness

**REQUIREMENT:** Applicants must be City of Newark Residents.

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**JOB DESCRIPTION:**

Under direction, performs the more difficult social work services; may supervise the work involved in providing medical and social assistance for clients; does other related work.

**NOTE:** 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.

**JOB RESPONSIBILITIES:**

May supervise the work performed by Medial Social Workers and other support staff.

Provides assignments and instructions to medical social workers and other assigned employees.

Gathers and evaluates data to identify the type of social services needed; identifies programs available to meet needs.

Participates in meetings and conferences regarding medical social work services.

Confers with physicians and other professional personnel to discuss the client's comprehensive treatment plan.

Confers with patients to obtain financial and social information.

Assists in the analysis and evaluation of social data as it relates to medical problems.

Consults with other agencies regarding medical social problems affecting the clients.

Prepares case histories and other special reports on medical social work services.

Prepares reports containing findings, conclusions and recommendations.

Establishes and maintains records and files.

**EDUCATION:**

Graduation from an accredited college with a Master's Degree in Social Work.

**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 essential duties of

the position.

**EXPERIENCE:**

One year of experience providing medical social work services.

**KNOWLEDGE AND ABILITIES:**

Knowledge of current medical social work practices and techniques.

Knowledge of the techniques used to gather, analyze and evaluate information.

Knowledge of interviewing techniques.

Knowledge of the problems encountered in providing medical social work services.

Knowledge of the social, financial, medical and other factors to be considered in identifying social service needs.

Ability to develop and execute plans for medical and social services.

Ability to provide assignments and instructions to assigned employees.

Ability to maintain cooperative working relationships with staff, patients and others involved with providing medical and social services.

Ability to read and interpret agency laws, rules and regulations and apply them to specific situations.

Ability to identify social service’s needs, and the programs available to meet them.

Ability to gather, analyze and evaluate data.

Ability to prepare social case histories and other reports.

Ability to establish and maintain essential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**POSITION TITLE:** Social Case Worker (Case Management)

**SALARY RANGE:** $36,643.20 - $45,595.48 (35 hrs/weekly)

**DEPARTMENT:** Health and Community Wellness

**REQUIREMENT:** Applicants must be City of Newark Residents.

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**JOB DESCRIPTION:**

Under direction, does field and office work in making varied types of social investigations involving the collection, analysis, and recording of significant facts, drawing sound social conclusions, and basing appropriate action thereon; does other related duties as required.

**NOTE:** 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.

**NOTE: Appointments may be made to positions requiring bilingual skills.**

**JOB RESPONSIBILITIES:**

Conducts comprehensive investigations of public assistance clients and of financial status both at the time of application and regularly thereafter.

Interviews patients, clients, and/or inmates and their families to obtain significant social, economic, and other information.

Gives advice concerning school problems, finances, recreation, church activities, health, and family relationships.

Visits schools, clinics, hospitals, banks, social and welfare agencies, relatives, physicians, clergy, tradespeople, and others to collect social, economic, and other information required in preparing recommendations for social, court, and/or other action.

Calculates family budgets using established criteria and makes changes therein in accord with division standards and regulations.

Receives complaints for nonsupport, desertion, and neglect of children, and conducts investigations and makes recommendations.

Notes significant conditions within the home and family groups to plan suitable courses of action.

Cooperates with the family and others in giving or receiving information which will be helpful to the patient, client, and/or inmate.

Acts as a witness in court and gives testimony under oath.

Prepares and serves summonses and warrants.

Helps the client, patient, and/or inmate and family to make necessary social, emotional, and other adjustments.

Arranges training and support programs.

Prepares and maintains accurate case histories.

Prepares reports containing findings, conclusions, and recommendations.

Prepares correspondence in the course of official duties.

Maintains essential records and files.

**EDUCATION:**

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

**NOTE:** Applicants who do not meet the above education requirement may substitute experience in social work having responsibility for gathering social information from clients, determining their needs and planning and carrying out treatment plans geared to the needs of individual clients on a year-for- year basis with thirty (30) semester hour credits being equal to 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 essential duties of

the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of social work theory, standards, objectives, and methods.

Knowledge of problems likely to be encountered in doing social work with dependent, abandoned, and/or neglected children and their

mothers, with children who are to be or have been placed in foster homes or with adoptive parents, or with persons who are mentally and/or physically maladjusted or blind, and with patients, clients, and/or inmates suffering from alcoholism or drug addiction.

Knowledge of social work literature, methods, and terminology, and of current social, economic, and community problems.

Knowledge of public and private social, welfare, health, and educational agencies and organizations.

Knowledge of psychology and of accepted principles of individual and group behavior.

Ability to analyze, comprehend, interpret, and apply basic laws, rules, regulations, and procedures to specific situations.

Ability to organize assigned social work and related duties, and to develop effective work methods.

Ability to work effectively with associates, families, individuals, and groups.

Ability to collect and make appraisals of factual information and the social relationships of individuals and families, to learn quickly the essential and significant facts in an individual or family situation, and to weigh and evaluate such facts.

Ability to comprehend the economic, social, and emotional problems of persons who are physically and/or emotionally maladjusted, or dependents, or who are confined in an institution.

Ability to prepare clear, sound, accurate, and informative reports based on findings, conclusions, and recommendations.

Ability to act as a witness in court.

Ability to prepare correspondence in accord with established procedures.

Ability to maintain essential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

**POSITION TITLE:** Senior Payroll Clerk (Temp Services)

**SALARY RANGE:** $32,189.05 - $41,502.10 (35 hrs/weekly)

**DEPARTMENT:** Health and Community Wellness

**REQUIREMENT:** Applicants must be City of Newark Residents.

**SEND COVER LETTER & RESUME TO:**  [williamss@ci.newark.nj.us](mailto:williamss@ci.newark.nj.us)

**JOB DESCRIPTION:**

Under general supervision of a Supervising Payroll Clerk or other supervisor, performs the more difficult and complex clerical work relating to the review, verification, and preparation

of payroll or personnel records, and/or takes the lead in a small clerical payroll unit; does other related work.

**JOB RESPONSIBILITIES:**

Reviews and checks payroll or payroll and personnel records, statements, documents, certificates, or time and attendance records.

Prepares regular, supplemental, and overtime payrolls; adds or deletes employees as required.

Makes other appropriate changes including union deductions, taxes, charities, and pension.

Processes pension membership applications, beneficiary changes, retirement and loan applications, as well as health insurance applications and changes.

Completes unemployment requests for wage and separation information.

Computes overtime, emergency rates, and leaves of absence requiring the interpretation and application of relevant rules and regulations concerning salary increments, bonuses and authorized deductions.

Receives regular and supplemental paychecks from Centralized

Payroll and separates by payroll and region prior to distribution.

Prepares and processes personnel and/or payroll forms with responsibility for ensuring that all pertinent information has been included and is accurate; ensures that all applicable

rules regulations, and procedures are adhered to.

May keep a daily record showing employees’ arrival time to and departure from work.

Advises supervisor or management of relevant deadlines, changes in rules and regulations, and related information.

Handles special requests for information in accordance with prescribed rules and regulations.

Assists employees in completing and processing forms and applications relating to retirement, insurance, payroll deductions, and record changes.

Compiles statistical and other data.

Keeps current with changes in rules and regulations.

Prepares payroll-related letters, memoranda and reports.

Assists staff in the development of new and revised personnel and/or payroll policies and procedures.

Receives, reviews and adjusts complaints.

Conducts special studies when requested of certain payroll procedures and reports findings.

Prepares, reviews, checks, and certifies reports, applications and other documents when difficult determinations are required.

Assists in the maintenance and ensuring confidentiality of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**EDUCATION:**

One (1) year of experience in work involving processing payroll, or personnel activities

**KNOWLEDGE AND ABILITIES:**

Knowledge of the rules and regulations concerning salary increments, bonuses, and authorized deductions.

Knowledge of the common book of accounts and of the procedures used in keeping financial records and checking financial documents.

Ability to read, comprehend and interpret rules and regulations and apply them to specific situations.

Ability to accurately prepare detailed, technical and confidential payroll forms and documents.

Ability to organize clerical work and develop effective work methods.

Ability to do arithmetic calculations quickly and accurately.

Ability to use various office machines.

Ability to keep confidential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**POSITION TITLE:** Quality Management Coordinator (Temp Services)

**SALARY RANGE:** $67,524.78 - $89,098.02 (35 hrs/weekly)

**DEPARTMENT:** Health and Community Wellness

**REQUIREMENT:** Applicants must be City of Newark Residents.

**SEND COVER LETTER & RESUME TO:**  [williamss@ci.newark.nj.us](mailto:williamss@ci.newark.nj.us) [alsbrookk@ci.newark.nj.us](mailto:alsbrookk@ci.newark.nj.us)

**JOB DESCRIPTION:**

The Department of Health and Community Wellness’s Ryan White Unit is in need of a Quality Management Coordinator. This individual will be responsible for the development and implementation of a client-level outcomes measurement system to evaluate the effectiveness and impact of services funded for HIV Care and Treatment within the Newark Eligible Metropolitan Areas (NEMA) of, Essex, Union, Morris, Sussex and Warren counties. This individual is skilled in data analysis and reporting designed to breakdown information for the achievement of goals. This individual has experience with working in the field of HIV.

**JOB RESPONSIBILITIES:**

* Collects, reviews, and analyzes data to design agency/ regionally specific quality management activities to improve outcomes.
* Participates as a member of the clinical quality management team in the monitoring and analysis of sub-recipient performance.
* Identifies and analyzes factors that contribute to inappropriate utilization of services, situations, or processes, and which promote or reduce optimum client care. Makes recommendations to governing body.
* Serves as the point of contact for all external partners in regard to quality management technical assistance needs and/or requests.
* Develop and deliver reports that incorporate results of client–level outcomes evaluation and utilization data for use by the Planning Council in its prioritization and allocation process.
* Assist in preparation of the annual Part A grant applications, and in meeting Ryan White grant conditions of award.
* Prepares service-specific custom data reports as needed by the Ryan White Program Director.
* Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**EDUCATION:**

Graduation from an accredited college with a Bachelor’s degree in Public Health, Public Administration or a related field. Candidates with a Bachelor’s of Science in Nursing and clinical experience in the field of HIV treatment preferred. Applicants who do not possess the required college degree may substitute additional experience as described on a year to year basis

**LICENSE:**

Appointee will be required to possess a driver’s license valid in the State of NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

**KNOWLEDGE AND ABILITIES:**

* Knowledge of the functions and interrelationships of federal, state and local governments.
* Knowledge of the social needs and resources of the local community and state, and of the social problems of the community and how these social needs affect one’s health.
* Knowledge of approved methods of compiling and interpreting large volumes of data.
* Ability to demonstrate excellent written, verbal, and presentation skills.
* Ability to clarify data to audiences who may be unfamiliar with its interpretation.
* Ability to accept responsibility for the accuracy of the concerned work.
* Ability to establish and maintain effective working relationships with other staff members, project participants, and sponsors.
* Ability to establish and maintain cooperative working relationships with all affiliated entities.
* Ability to handle and prioritize multiple, diverse assignments.
* Ability to exercise independent judgment in evaluating situations and in making determinations.
* Ability to organize assigned work and develop effective work methods.
* Ability to prepare clear, concise, accurate and informative reports.
* Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
* Ability to read, write, speak, understand, or communicate in English sufficiency to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
* Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.