



COUNTY OF SOMERSET

ISSUE DATE: 01/17/2018

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

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HUMAN RESOURCES DIVISION

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
HEALTH DEPARTMENT	Registered Environmental Health Specialist 0006998357C Responsibilities: Under direction of the Senior Registered Environmental Health Specialist or the Health Officer, performs inspection work involved in the enforcement of State and local environmental and health regulations including, but not limited to the State Sanitary Code for Retail Food Establishments, Public Recreational Bathing Code, State Housing Code, Individual Subsurface Sewage Disposal Systems, the County Environmental Health Act (CEHA) regulations, Department of Environmental Protection regulations; Epidemiological case investigation and monitoring; and lead-hazard risk assessments. When a violation of relevant sanitary and health laws are found, determines the cause and takes proper corrective action. At the direction of the county health officer assists individuals and groups in developing sound environmental health practices. Incumbent interprets objectives, standards and policies of the County Health Department. Incumbent may give testimony in court case; may investigate nuisances and violations of the sanitary code. Incumbent receives and reviews applications for licenses or permits pertaining to food handling establishments, private water supplies, swimming pools. Incumbent makes surveys and investigations of communicable diseases and epidemics that may be traceable to lack of environmental sanitary conditions. <i>Requirements: BS degree in Public Health or related field; with 32 credit hours of science and mathematics from an accredited college or university. Must possess a current and valid NJ Registered Environmental Health Specialist License issued by the NJ Department of Health and Senior Services. One (1) year of experience as an REHS in either a local, county or state health department. Must possess the ability to analyze, develop and interpret County policies, and to work harmoniously with all Departments, associates, subordinates, and others having an interest in County government. Ability to take a leading role by providing needed advice and assistance. Must possess knowledge of modern environmental public health inspection techniques and practices; ability to interpret relevant public health laws and apply them to specific cases. Ability to read, write and speak English sufficiently to perform the duties of the position. Proficient in word processing, spreadsheet and data base computer applications, specifically Microsoft Word, Excel and Access. Ability to learn and utilize information systems related to the duties of the position. Incumbent must possess a driver's license valid in New Jersey. Preferred Additional Qualifications: Lead Inspector/Risk Assessor Permit, CEHA Air Quality Training, NJ Noise Pollution Certification, Odor Enforcement Certification, or Hotel/Multiple Dwelling Code Overview Certification. In depth knowledge of regulations, procedures, and responsibilities of specific public health concerns, basic knowledge of theories, methods and practices, ability to establish and maintain effective working relationships with Federal, State and Local Officials, County Department Heads, employees, public health professionals, media personnel, and the general public.</i>	13C	\$38,570 \$48,213 (35 hours) N	12/22/2017 CLOSING DATE 1/26/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>ELECTION BOARD</u>	<u>Election Clerk II</u> Position summary: Incumbent works under the general direction of the Administrator and Principal Election Clerk by performing various duties relating to the election process. This position must follow the policies and procedures established by the Administrator and/or the Board. Responsibilities: Incumbent will be responsible for performing office work, such as computer related tasks, typing and filing. Incumbent advises and assists prospective voters in the procedures and necessary paperwork to register as a voter; enters voter records into statewide voter registration system (SVRS); updates and maintains the accuracy of those records. Incumbent performs a variety of clerical duties related to the updating of voter information by removing ineligible and deceased voters from the SVRS; notifying ineligible voters of the proper procedures for reinstatement. Incumbent assists with preparation and packing of binders along with voting machine supplies for use in election districts. Incumbent performs certain tasks related to district board worker training and assignments and with the supervision of district board worker activities on Election Day. Incumbent assists with the processing of returned sample ballots. Incumbent assists with the processing and tallying of absentee ballots and provisional ballots as well as serving as member of the absentee ballot committee. Incumbent verifies voter signatures and records ballot numbers after each election. Incumbent will provide guidance and assistance to other staff members when needed. <i>Requirements: High diploma or equivalent or a combination of training and experience; a minimum 1 to 2 years clerical experience; computer literate Experience in clerical work dealing with elections and registration of voters helpful.</i>	<u>0003500563C</u>	\$30,000 (35 hours) N	1/16/2018 CLOSING DATE 1/26/2018
<u>ENGINEERING</u>	<u>Assistant Engineer I</u> Position Summary: Under direction of the Principal Bridge Engineer I, incumbent reviews the preparation of bridge construction plans, makes calculations for bridge and related public works projects, reviews proposed construction plans prepared by others, inspects new bridge projects and does related engineering work. Responsibilities: Position ensures that construction plans, specifications and shop drawings prepared by others are in compliance with all design specifications and applicable laws and regulations. Reviews contract plans and specifications for the construction of bridges and related public works projects, insuring compliance with design specifications to protect the public's safety. Position supervises a consultant supplied bridge inspector and a part-time summer help to assure compliance with plans and specifications. Coordinates bridge projects with other in-house Engineering Division Sections, other public agencies, consulting engineers, utility companies, contractors and the public to assure the efficient operation of the department. Position ensures bridge construction work is in conformance with authorized plans and specifications. Perform other duties as assigned by the Director of Public Works. <i>Requirements: B.S. in Civil Engineering and two years of steel and concrete construction experience or any equivalent combination of education, training and experience. Incumbent must have knowledge of construction, structural analysis and structural design. Incumbent must possess the ability to work cooperatively with others. The Assistant Engineer I - Bridges must possess a valid New Jersey Driver's License.</i> <i>Preferred: Surveying experience.</i>	<u>0004540162A</u>	13A (40 hours) N Bridge Section	1/16/2018 CLOSING DATE 1/26/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH CENTER</u>	<p><u>Licensed Mental Health Practitioner</u> <u>0006161904B</u></p> <p>Responsibilities: Incumbent provides individual, family, group psychotherapy and case management as appropriate in order to help them clarify and resolve problems affecting their mental health. May hold some limited coordinating responsibility in a focused clinical area (domestic violence, sex abuse treatment). Position documents clinical activity in an EMR, contributes to agency performance improvement efforts to assure ethical and effective treatment in accordance with state regulations and accrediting body standards. Position participates in supervision to optimize clinical effectiveness and productivity, and confers with other internal and external providers to assure coordination of care.</p> <p><i>Requirements: Master's degree in social work, counseling psychology, marriage and family therapy or equivalent from an accredited graduate program; must be at or near to full licensure (LCSW, LPC, LMFT). Minimum two years of postgraduate experience. Incumbent should have relevant clinical experience serving children, families & adults with significant mental health concerns. Must be computer literate including MS office Suite 2000. Acceptance of employment is contingent upon passing a criminal background check & pre-employment physical/drug screen.</i></p> <p><i>*Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.</i></p>	13B	<p>\$41,325 \$51,656</p> <p>(37.5 hours) N</p>	<p>7/28/2017</p> <p>CLOSING DATE 1/26/2018</p>
<u>JAIL</u>	<p><u>Nurse (Registered)</u> <u>0005201051A</u></p> <p>Responsibilities: Position is responsible for providing direct and indirect nursing care to the incarcerated adult population. Performs initial and ongoing assessments; initiates access to as well as provides on going medical, dental and mental health services utilizing standards of care. Position performs a variety of comprehensive nursing functions including but not limited to: initial and follow-up nursing assessment, medication administration, referral to chronic care clinics, treatments, withdrawal monitoring, off site specialty clinic follow up, patient teaching, and accurate documentation. Position works closely with medical, dental, mental health and custody staff.</p> <p><i>Requirements: Valid State of New Jersey Registered Professional Nurse license, and current CPR and AED certification. Current adult medical/surgical and clinical experience is necessary with proficiency in safe medication administration. Knowledge and experience in correctional, psychiatric, adult illness, and addictions beneficial. Must pass a background check and adhere to all security requirements within the jail setting. Please note that as part of this position you may, on occasion, have an existing work shift extended in accordance with jail policies. Correctional Nursing experience preferred.</i></p>		<p>\$63,062</p> <p>(40 hours) E</p> <p>Evening and night shifts available</p>	<p>12/1/2017</p> <p>CLOSING DATE 1/26/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<p><u>Psychiatrist I</u> <u>0006161284B</u></p> <p>Position Summary: Incumbent provides trauma informed mental health assessment and treatment collaboratively with individuals through wellness and recovery, person-centered care to clients. Incumbent serves as consultant to other staff; participates in Performance Improvement (PI), peer review and medical staff activities.</p> <p>Responsibilities: Position performs psychiatric evaluations, including history and mental status exams; completes treatment plans in conjunction with other clinical staff. Position prescribes medication and monitors its benefits/side effects. Position responds to inquiries directed by staff nurse; communicates on a regular basis with staff, families, outside agencies. Position maintains thorough, timely clinical documentation.</p> <p><i>Essential Requirements: Board Certification by ABPN; completion of Residency in Psychiatry as recognized by ABPN. Age Specific Knowledge & Skills: Must be able to demonstrate the knowledge and skills necessary to provide care to: Children, Adolescents, Adults and Older Adults. Must demonstrate knowledge of key principles of growth and development of the life span, possess the ability to assess data reflective of the patient's status and be able to interpret the appropriate information needed to identify each patient's needs relative to his/her age in accordance with the Center's policies and procedures.</i></p> <p><i>Essential Background and Experience Requirement: Experience treating a variety of psychiatric disorders in patients of all ages.</i></p> <p><i>**Acceptance of employment contingent upon passing a criminal background check and pre-employment physical & drug screening.</i></p> <p><i>**Candidates with lived experience in mental health and/or substance use disorders and recovery are encouraged to apply.</i></p>		<p>\$195,000</p> <p>(37.5 hours) E</p>	<p>10/13/2017</p> <p>CLOSING DATE 1/26/2018</p>
<u>PUBLIC INFORMATION</u>	<p><u>Public Information Specialist II</u> <u>0001041296C</u></p> <p>Position summary: Incumbent assists with various public information projects, including press releases, media events, special events (e.g. 4-H Fair), speechwriting, website and social media postings and others as required; handles special projects as assigned by the Public Information Director.</p> <p>Responsibilities: Incumbent writes and distributes press releases and other materials to the local media and to e-bulletin subscribers, and posts press releases to the County website and to the County's social media pages. Takes photographs at Freeholder meetings and County events. Writes Freeholders' remarks or bullet points for various events. Organizes Somerset County's participation in the annual 4-H Fair and other special events. Assists with marketing of the county brand logo and tagline. Works alternating shifts at the Emergency Operations Center during emergencies as needed. Creates fliers for special projects as requested by County divisions; programs messages on the County's electronic sign; responds to phone and mail requests for information; and monitors and creates periodic reports on the effectiveness of the County's social media pages. Handles special projects as assigned by the Public Information Director. Performs other duties as assigned.</p> <p><i>Requirements: Bachelor's degree in public relations, journalism, marketing or related field along with one year of experience in these fields. Incumbent must be proficient in MS Office Suite; must have the ability to communicate verbally and write clearly in English; and must have strong interpersonal and organizational skills. Incumbent must have a thorough knowledge of the internet, including experience in providing website content and posting to social media sites. Incumbent must have a professional telephone manner and the ability to use a digital SLR camera.</i></p> <p><i>Preferred: Ability to learn and operate specialized software, e.g. Venus Control Suite electronic sign program. Knowledge of County government policies and procedures and the operation of individual departments and divisions.</i></p>	11C	<p>\$32,480 \$40,600</p> <p>(35 hours) N</p>	<p>1/17/2018</p> <p>CLOSING DATE 1/26/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<p><u>Substance Abuse Counselor - PT</u> <u>000616777W</u></p> <p>Position Summary: Incumbent will provide trauma-informed, person-centered counseling and case management as appropriate to clarify and support individuals' recovery goals moving toward wellness and improved mental health and quality of life. Services provided must be culturally competent and provided through a trauma informed lens; documents clinical activity per policy; contributes to agency performance improvement efforts to ensure ethical and effective treatment in accordance with state regulations and accrediting body standards.</p> <p>Responsibilities: Incumbent will be responsible for the person-centered evaluation of inmates, including strength-based recovery planning goals and objectives, and assignment of appropriate DSM 5 related diagnoses to enhance the recovery process. Incumbent will provide wellness and recovery substance abuse treatment based on the 8 dimensions of wellness, and may provide case management as needed using appropriate modalities. Incumbent will document clinical activity in accordance with agency standards and charting procedures; will participate in supervision to optimize clinical effectiveness, productivity and confers and collaborated with other internal and external providers to assure coordination of care. Incumbent engages in continuing education to maintain and develop clinical skills, meet agency competency standards, and satisfy requirements for ongoing licensure (LSW, LCSW, LPC, LAC, LCADC). Incumbent participates in department and agency wide meetings designed to assure program effectiveness, including participation on PI committees when available. Incumbent may be assigned limited supervisory functions with newer clinicians or students; participates in community consultation and education programs as assigned; participates in system-wide performance improvement. Incumbent works in a collegial manner with Center staff; may provide evaluation and consultation to individuals served in other Center programs. Performs other related duties as assigned.</p> <p><i>Requirements: Master's degree in social work or equivalent from an accredited graduate program; must have an LAC or LSW at minimum. Relevant clinical experience with the dually diagnosed clinical populations, and should be familiar with self-help aspects of treatment (12 Step programs, Dual Recovery, MI, etc.); age specific knowledge & skills; must be able to demonstrate the knowledge and skills necessary to provide care to: adults, children, adolescents, older adults. Must demonstrate knowledge of key principles of wellness and recovery, trauma informed care, cultural competency, growth and development of the life span, possess the ability to assess data reflective of the individual's status and be able to interpret the appropriate information needed to identify each individual's needs relative to his/her age in accordance with the Center's policies and procedures.</i></p> <p><i>**Acceptance of employment contingent upon passing a pre-employment physical and drug screen required.</i></p> <p><i>**Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.</i></p> <p><i>Preferred: Minimum of two years of postgraduate experience; knowledge and literacy in use of computer. At or close to full licensure (LCSW, LPC); should have, or be close to completing, an LCADC. Bilingual ability (Spanish/English) and experience/sensitivity working with culturally diverse populations. Other specialized skills/experience is also desirable (sexual abuse, domestic abuse, personality disorders, forensic, or gerontology.)</i></p>	AA	\$25.00 Hr. - 19 hours per week; No Benefits	10/27/2017

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>WORKFORCE INVESTMENT BOARD</u>	<p><u>Program Assistant/Operations PT</u> <u>000620777Y</u></p> <p>Position Summary: Position supports the GRWDB Business & Financial Manager with respect to efficient operations of the organization.</p> <p>Responsibilities: Position supports the Greater Raritan Workforce Development Board (GRWDB) Business & Financial Manager with communications to and from the GRWDB One Stop Operator, GRWDB Fiscal Agent, the Boards of Chosen Freeholders in Somerset and Hunterdon County, GRWDB staff, GRWDB Members, and others, on matters related to the regular operations of the GRWDB. Responsibilities include but are not limited to facilitating and expediting Freeholder Resolutions with respect to workforce investment grants and Board Member appointments, facilitating communications with state and federal partners on contractual obligations, ensuring timely consideration of purchase requisitions and purchase orders, securing true copies of Resolutions and communicating the approval of Resolutions to appropriate parties, maintaining records of Resolutions, contracts, and agreements, maintaining various contact lists and membership rosters, and assisting with the allocation of expenditures across grant account strings for reporting and reimbursement on the Local Area Report (LAR) to the State of New Jersey. The position responsibilities also include, but are not necessarily limited to, maintaining inventories of assets and ordering supplies.</p> <p><i>Requirements: High School diploma or equivalent; Associates degree preferred. Incumbent must possess a minimum 1 to 2 years of clerical experience. Incumbent must possess skills in the use of Microsoft Office software, including but not limited to Word, Excel, Power Point and Outlook. Incumbent must be able to comprehend written and verbal instructions and to communicate clearly in English. Valid Driver's License.</i></p>	AA	19 Hours - \$17.00 Hr. - No benefits	1/16/2018