



COUNTY OF SOMERSET

ISSUE DATE: 11/14/2017-REVISED

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

20 Grove Street /PO Box 3000

Somerville, NJ 08876

908-231-7120/908-575-9309 Fax

E-mail address: humanresources@co.somerset.nj.us

APPROVED BY:

DONNA MOZET

HUMAN RESOURCES DIRECTOR

ISSUED BY:

FAITH M. SACINO

HUMAN RESOURCES DIVISION

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
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**RUTGERS
COOPERATIVE
EXTENSION**

Program Coordinator I - Healthy Living

0007301267C

13C

\$38,570

11/9/2017

\$48,213

Position Summary: Incumbent will deliver educational programs and events for the Rutgers Cooperative Extension including the 4-H Youth Development and the Family Community Health Sciences (FCHS) programs with minimal supervision from RCE Faculty. This includes educational programming in health, and food safety for youth and adults. Incumbent will also assist in volunteer recruitment, training and support.

(35 hours)
E

CLOSING
DATE
11/27/2017

Responsibilities: Incumbent will plan, conduct and evaluate educational programs for adults and youth in Somerset County, specifically in FCHS and 4-H programs. Incumbent will create & deliver appropriate lessons and educational materials and prepare or obtain necessary class supplies. Incumbent will maintain records and prepare reports of outreach and impact; evaluate program effectiveness. Incumbent responds to clientele requests. Incumbent will create & staff educational exhibits at events. Incumbent will attend appropriate training sessions to be current in subject matter knowledge and educational methodology. Incumbent attends appropriate staff and other meetings as member of total RCE team. Incumbent will participate as a member of appropriate community organizations, coalitions or committees. Incumbent will recruit, train and support volunteers. Incumbent will write/create participant handouts with supervisor support and review. Completes other duties as assigned.

Requirements: Bachelor's Degree in family and consumer science (home economics), nutrition, health education, youth development or related field; equivalent of five (5) years' relevant work experience. Must have excellent written and oral communication skills; computer competency in email, internet, Microsoft office and related programs. Must have strong food preparation skills; excellent teaching or training experience. Valid driver's license; (County vehicle generally available. May require occasional use of own vehicle.) Must have the ability to carry program materials and supplies, including audio-visual equipment; ability to arrange physical set-up of class space (move chairs & tables). Evening and weekend hours required. Preferred: Ability to use social media for educational outreach; Bilingual.

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>FACILITIES AND SERVICES</u>	<p>Electrician 0001650566A</p> <p>Position summary: Position responsible for the installation, inspection, repair, servicing and maintenance of electrical equipment, appliances, machinery and circuits used for generating; distributing and utilizing electrical energy.</p> <p>Responsibilities: Position inspects and repairs, maintains and/or installs electrical wiring, fixtures, appliances, motors, emergency generators, fire alarms, HVAC and other equipment, pumps, power circuits, controllers of machines and elevators. Position installs, maintains, inspects, repairs and services high and low tension power and light feeders, generating and control equipment, relays, transformers, motors, pumps, switches, outlets, signal systems and other electrical wiring, cables, fixtures and appliances of varied types. Position may use various types of test equipment such as ammeters, voltmeters, and ohmmeters. Position makes emergency electrical repairs; trouble shoots malfunctions and breakdowns; inspects work in progress and completed work for defects, fire hazards or other unsafe conditions. Position works from electrical schematics, plans and specifications in accordance with established procedures; plans and lays out the routing, placement, type, size gauge, balance, load, continuity and proper and safe operation of electrical lines, circuits, systems, equipment and controls. Position prepares estimates of labor, materials and equipment needed for completion of work projects; requisitions, stores, safeguards, electrical equipment, materials and supplies. Position maintains records of equipment used, work done, and time spent. Position may be assigned work of other crafts, as needed or in an emergent situation. Shovels snow and/or operates equipment used in snow removal.</p> <p><i>Requirements: High School diploma or equivalent. Three (3) years of experience. Must possess knowledge of National Electric Code; knowledge of the nomenclature of various types of conduits and fittings, cables, insulators and other electric equipment. Must have the ability to read and interpret plans, specifications, and diagrams. Ability to read, write and speak English sufficiently to perform the duties of the position. Valid NJ Driver's License with Class B CDL required or ability to obtain CDL within 6 months of employment & acceptable driving record per county standards; no more than 1 DUI conviction within past 10 years; no reckless driving convictions within past 3 years; no more than 9 current points; investigation of any fatal accident or revocation of driving privileges. Acceptance for employment contingent upon passing federally mandated pre-employment drug testing.</i></p>		<p>\$49,928</p> <p>(40 hours) N</p>	<p>10/27/2017</p> <p>CLOSING DATE 11/27/2017</p>
<u>MENTAL HEALTH CENTER</u>	<p>Licensed Mental Health Practitioner 0006161904B</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>Two Vacancies</p>	<p>7/28/2017</p> <p>CLOSING DATE 11/27/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<p><u>Peer Wellness Coach</u> <u>G0006161256B</u></p> <p>SUMMARY OF POSITION: The essential function of this position is to provide coaching to consumers in obtaining their health objectives and other critical services and to assist in stabilization in the community. The Peer Wellness Coach will employ a set of non-clinical, peer- based activities that help consumers identify personal reasons for pursuing greater wellness, and to enhance motivation for behavior change using evidence-based strategies; establishes relationships and practices core coaching skills that assist the consumer in identifying values and desires, transforming them into action, and maintaining lasting change over time.</p> <p>Responsibilities: Position will promote consumer engagement in therapy with clinicians, engagement with psychiatric appointments, compliance with primary healthcare, involvement and engagement with wellness services. Position completes all tracking and reporting requirements for outcomes and evaluation. Position will demonstrate ways to become empowered and self-responsible; as well as demonstrate the ability to work with consumers from diverse backgrounds. Position will support and assist individuals toward responsible whole health by encouraging hope and guiding them toward self-sufficiency and an improved quality of life. Position will serve as a role model for recovery through the use of lived experience. Position will assess the need for the development of the Integrated Treatment Plan to include the eight dimensions of wellness (emotional, environmental, financial, intellectual, physical, social, spiritual and occupational) which ensures the individual's needs, choices and self-identified goals are supported and progress reflected. Position will submit accurate progress notes and paperwork in a timely manner which reflect individual's functioning and self-assessed progress toward whole health goals; maintaining the electronic health record with the contents up to date, clear, concise and accurate. Position will conduct support groups, one to one supportive counseling, and meet with family members and/or support systems as indicated and requested by the individual, addressing both physical and mental health needs. Position will participate in programmatic and Center-wide meetings, committees and task groups to promote collaboration and a team culture in advocating a person centered approach in shared decision making and treatment planning/provision. Position will provide referrals and linkages to appropriate adjunct services and community resources; advocate on behalf of the individual as needed for necessary services or benefits. Position will function as a team member providing coverage and communication necessary for program continuity. Position will work in collegial manner with all Center staff, individuals and community members.</p> <p><i>Requirements: Bachelor's degree; knowledge of recovery-based concepts; 2 years minimum experience working in a peer recovery environment utilizing "your lived experience" to assist others in their recovery. Ability to highlight his/her personal lived experience of recovery to act as an agent of change, guiding the recovery process and supporting the individual's goals and decisions. Computer Literate; must have possession of a Valid NJ driver's license.</i></p> <p><i>Acceptance of employment contingent upon passing a criminal background check and a 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> <p><i>Preferred Requirements: Working knowledge of computers, office machines and community resources; bilingual ability (e.g. Spanish/English) and experience; sensitivity to culturally diverse populations is desirable.</i></p>	11B	<p>\$34,800 \$43,500</p> <p>(37.5 hours) E</p>	<p>10/27/2017</p> <p>CLOSING DATE 11/27/2017</p>
			GRANT FUNDED	

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 11/27/2017</p>
<u>SHERIFF</u>	<p><u>Sheriff's Officer Cadet</u> <u>0003001600A</u></p> <p>Responsibilities: Position responsible for providing security/fire watch for County owned/leased buildings; including both Courthouses, Administration Building, Jury Control Center, 40 N. Bridge Street, 62 East High Street, 27 Warren Street, parking deck, as well as the exteriors of Facilities & Services building and County Jail. Provides this service 365 days per year; 24 hours per day in three shifts daily. Position performs walking tours of the various buildings and complexes noted above. Position will check all points of entry, windows and doors, etc.; observe and document any problems along the route as well as report and record all required information on specific activity reports. If circumstances warrant, contact the on-call Sheriff's Supervisor or the supervisor on duty. Position will control access to the County Complex by authorizing or refusing admission to all entering personnel. Position will direct visitors to their appropriate destination.</p> <p><i>Requirements: High School diploma or equivalent. Valid NJ Drivers License. Acceptance for employment contingent upon passing security clearance. Ability to read, write and speak English sufficiently to perform the duties of the position.</i></p>	06A	<p>\$27,280 \$34,100</p> <p>(40 hours) N</p>	<p>10/27/2017</p> <p>CLOSING DATE 11/27/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>HUMAN SERVICES</u>	<p><u>Substance Use Navigator</u> <u>0006133141B</u></p> <p>Position Summary: Incumbent will provide consultation and liaison services to community providers, Child System of Care (CSOC) system partners, families, advisory groups, government entities or advocating for youth under 21 years of age. Position builds inter-system relationships and serves as a resource of system partners and the community at large. Incumbent will assess the scope of the current service delivery systems and access to substance use in order to assist community partners in recognizing indicators of substance use and how appropriate services may be accessed in the following counties: Somerset, Hunterdon and Warren.</p> <p>Responsibilities: Incumbent will identify, lead, support and inform collaboration among all youth-serving systems. Incumbent will attend monthly technical assistance face-to-face peer learning meetings with CSOC and offer feedback to Department of Children and Families (DCF) and Child System of Care (CSOC); collaborate with system partners such as CMO, FSO, Probation, Education System, Families, Hospitals, Providers, Detention. Incumbent will research and collect data to identify community needs, available services and how individuals access services for adolescent substance use disorders; exploring what data may already exist and/or is being gathered by the community entities such as, schools, law enforcement, hospitals, providers, LACADA, HSAC, CIACC, Counties, etc. Incumbent will evaluate patterns, needs and overall system functioning in the community regarding adolescent substance use disorders; identify how youth and families access substance use disorders treatment or barriers that many exist to accessing treatment. Incumbent will identify points of community access; develop strategic plans to address identified community and agency needs; provide expert consultation for the implementation of the identified strategic plans; offer technical assistance to community partners around accessing substance use disorders and co-occurring services; troubleshoot implementation barriers with system of care and community partners; and review progress of the implementation of communities' plan(s) every three months. Incumbent will attend required training through CSOC or the County(ies) such as Cultural Competence, Trauma Informed Care, Human Trafficking, Confidentiality and Ethics, HIPAA, Suicide Prevention, Nurtured Heart Approach, Understanding and Using Continuous Quality Improvement, Information Management Decision Support Tools, etc. or any other additional trainings in child welfare, CSOC and community-focused interventions. Performs all functions pertaining to the Substance Use Navigator operations including office administration tasks to adhere to County and State requirements.</p> <p><i>Requirements: Master's Degree in Human Services, Counseling, Social Work, Public Administration, Public Health or related degree with a background in substance use disorders; credentialed healthcare professional (LCSW/LSW or LPC/LAC with an LCADC/CADC preferred but not required). At least 3 years' experience in the field of mental health and substance use disorders; knowledge of substance use disorders in the areas of prevention, education and treatment; knowledge of Perform Care and/or Child System of Care (CSOC) system. Experience in analyzing statistics to develop and implement plan priorities and recommendations. Proficient in use of computer for data entry and analysis. Excellent time management, analytical and organizational skills; advanced verbal, written and analytical skills.</i></p> <p><i>Ability to work a flexible schedule of hours (including evenings as needed) throughout a tri-county region (Somerset, Hunterdon and Warren). Valid & current New Jersey Driver's License. Acceptance of employment is contingent on passing a criminal background and credential verifications must pass Somerset County standards and the Department of Children and Families (DCF).</i></p>		<p>\$61,000</p> <p>(37.5 hours) E</p>	<p>10/27/2017</p> <p>CLOSING DATE 11/27/2017</p>
			100% GRANT FUNDED - Two Vacancies	

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

