



COUNTY OF SOMERSET

ISSUE DATE: 02/15/2019

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: employment@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
------------	----------------------	-------	--------------	--------------------------

MENTAL HEALTH

Substance Abuse Counselor

0006161663B

APPLY ONLINE AT www.co.somerset.nj.us/jobs

\$50,900

\$67,900

2/15/2019

[Online Only](#)
[Apply Now](#)

Responsibilities: Incumbent will be responsible for the person-centered evaluation of clients, including strength-based recovery planning goals and objectives, and assignment of appropriate DSM 5 related diagnoses to enhance the recovery process; provide wellness and recovery substance abuse treatment based on the 8 dimensions of wellness; may provide case management; document clinical activity in accordance with agency standards; participate in supervision to optimize clinical effectiveness and productivity; consult and collaborate with other providers to assure coordination of care; 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); participates in department and agency wide meetings designed to assure program effectiveness; 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; may provide evaluation and consultation to individuals served in other Center programs.

(37.5 hours)

E

CLOSING

DATE

3/1/2019

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 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.

Preferred: Minimum of two years of postgraduate experience; knowledge and literacy in use of computer and electronic health record systems. At or close to full licensure (LCSW, LPC); close to completing LCADC. Bilingual (Spanish/English) and experience working with diverse populations. Other specialized skills/experience desirable (sexual abuse, domestic abuse, personality disorders, forensic, or gerontology.)

***Acceptance of employment contingent upon passing a pre-employment physical and drug screen required.*

***Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.*

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<u>Psychiatric Nurse</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>0006161283A</u>	\$50,900 \$67,900	2/15/2019
Online Only Apply Now	<p>Responsibilities: Position responsible for providing medical and psychiatric nursing assessment and intervention to clients of the Center. Nursing staff assesses for medication related side effects, documents, and reports to psychiatrist. Medication and nutritional teaching is on going. Any and all staff may be asked to provide clinical coverage as needed and as appropriate based on the needs of the organization.</p> <p><i>Requirements, Background & Experience: RN degree and training in psychiatric nursing. Current certification as a Licensed Professional Registered Nurse in the State of NJ. Current CPR and AED certification required. 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. A minimum of 2 years of experience in psychiatric nursing or any equivalent combination of education, training or experience. Experience in medical nursing is required.</i></p> <p><i>Preferred Requirements, Background and Experience: Crisis (face to face and phone) intervention. Experience with mentally ill clients and families; triage and telephone skills; confidentiality is strictly upheld.</i></p> <p><i>Acceptance of employment is 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>		(40 hours) E	CLOSING DATE 3/2/2019

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>TRANSPORTATION</u>	<u>Motor Coach Operator</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>0006831040A</u>	<u>\$48,692</u>	1/25/2019
Online Only Apply Now	<p>Responsibilities: Position provides Public and/or Para Transit Services to eligible Somerset County residents. Driver performs duties assigned by the Community Transit Supervisor to ensure that eligible clients and/or the general public are picked up and transported to their destination in a safe, reliable and courteous manner. Position checks messages for any additions or changes to their daily schedule. Position performs safety checks on the vehicles assigned daily, reports any malfunctions to the appropriate staff; enters appropriate information into electronic manifest. Position follows all safety instructions per the direction of the Para-Transit Manager, Community Transit Supervisor, Transportation Coordinator, Director or Dispatcher. Position follows the route described on the vehicle manifest and alerts dispatch when the route is being delayed due to roadway issues or there are significant delays in keeping to the assigned schedule. When required, delivers hot and cold meals to the homebound. Position performs additional duties as assigned by Para-Transit Manager, Community Transit Supervisor, Transportation Coordinator or Transportation Director.</p> <p><i>Requirements: CDL Class B w/passenger endorsement; air brake restriction removed; requires retention of a valid Federal Motor Carrier/NJMVC approved Medical Examiner Certificate. Minimum one year prior experience as a professional driver transporting senior citizens or persons with disabilities and/or public transit driver or school bus driver is required. Acceptable driving record as per County standards: no more than 6 current points; no DUI convictions within past 10 years; no reckless driving convictions within past 3 years; investigate the circumstances of any fatal accident or revocation of driving privileges on record. No record of positive drug and/or alcohol from former employers in the past 3 years. Driver must be able to provide reasonable assistance to passengers to and from their destinations when requested; including but not limited to pushing a wheelchair up and down ramps. Driver must be able to manually operate mobility device loading and securement systems. Driver must be able to tolerate changes in temperature given that transportation service is provided year round during both extreme hot and cold weather conditions. Driver must have Knowledge of Somerset County roads, be able to read a map and follow directions to various local and regional destinations. Driver must be able to bend, stretch and manually tighten securement devices by hand to safely secure wheelchairs and other mobility devices in the tie down positions provided on the vehicles. This position has a Physical Strength Rating Assessment as per Dictionary of Titles as Medium work. The definition of Medium Work: (occasional lift up to 50 pounds, pull up to 64 pounds, and push up to 64 pounds). In order for a Motor Coach Operator to safely perform all required duties in an efficient manner, they must also be able to occasionally lift loads (maximum weight of 50 pounds) to 44 inches in height onto a shelving unit, occasionally place loads (below knee level) into storage area, and walk community distances to deliver meals. Acceptance for employment contingent upon passing federally mandated pre-employment drug screen.</i></p>		(40 hours) N	CLOSING DATE 3/1/2019
			Must be available between the hours of 5:15 am & 8:15 pm	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>FACILITIES AND SERVICES</u>	<p>Electrician</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, troubleshoots and repairs, maintains and installs electrical wiring, fixtures, appliances, motors, lighting, emergency generators, basic fire alarms, pumps, power circuits, machine motor controllers, elevator utility power, electric security equipment such as maglocks, electric strikes and card readers, intercoms and sound equipment, and other equipment. 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 various types. Position may use various types of test equipment such as ammeters, voltmeters, and ohmmeters and megohmmeters. Position makes emergency electrical repairs, troubleshoots 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 basic 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, as well as other records. 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. Five (5) years of experience. Ability to obtain a New Jersey Board of Electrical Contractors Certified Journeyman's License. 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>	0001650566A	<p>\$49,928</p> <p>(40 hours) N</p>	<p>10/12/2018</p> <p>CLOSING DATE 3/1/2019</p>
			Two Vacancies	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>RUTGERS</u> <u>COOPERATIVE</u> <u>EXTENSION</u>	<u>Program Coordinator I</u> POSITION SUMMARY: Plans, implements and evaluates educational events and programs for Family and Community Health Sciences (FCHS) under direction of the FCHS Educator. The incumbent teaches adults and youth, manages multiple priorities and tasks, works with minimal supervision and has strong interpersonal skills. The person collaborates with community groups, creates educational lessons and activities; writes educational articles and/or publications and recruits and trains volunteers for FCHS & RCE programs. Responsibilities: Incumbent will identify and offer educational services to targeted audiences; select or prepare appropriate lesson/curricula, educational materials and evaluations. Incumbent will teach the program including securing necessary supplies; evaluate program effectiveness and maintain program records and write reports. Incumbent will assist FCHS & RCE faculty in conducting programs and trainings. Incumbent will participate as member of appropriate RCE and community coalitions or committees. Incumbent creates and staffs educational or informational exhibits at events. Incumbent plans, sets-up and staffs educational booths of exhibits at events (indoors and outdoors), including the Somerset County 4-H Fair. Incumbent responds to consumer requests for information on basic food preparation, food safety, nutrition or other topics. <i>Requirements: Bachelor's Degree in family & consumer sciences, food and nutrition, public health or related field; five years relevant work experience in the field beyond degree. Incumbent must possess excellent written and oral communication skills; teaching skills, including lesson development and strong interpersonal skills. Incumbent must have strong food preparation and demonstration skills. Incumbent must be proficient in basic computer software programs (Microsoft office) and internet. Good with and social media use; must have ability to use basic audio visual equipment. Incumbent must have a valid NJ driver's license. [County vehicle usually available, but may require occasional use of own vehicle.] Incumbent must have ability to carry program materials and supplies, including audio-visual equipment; ability to arrange physical set-up of class space (move chairs & tables). Incumbent must have ability to work a flexible work schedule, including evening and weekend hours. Incumbent must successfully complete Rutgers Youth Protection training and Rutgers and County required background checks. Complete Rutgers IRB Certification Training.</i> <i>Preferred: Master's Degree in family & consumer sciences, nutrition, public health, education or related field; Bilingual, Spanish. Professional Certification such as Registered Dietitian, Certified in Family & Consumer Sciences, Teaching, Certified Health Education Specialist</i>	<u>0007301267C</u>	\$35,700 \$47,600 (35 hours) E	9/28/2018 CLOSING DATE 3/1/2019

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>WORKFORCE INVESTMENT BOARD</u>	<u>Case Manager II</u>	<u>0006201902C</u>	\$35,700	1/25/2019
	<p>Responsibilities: Position determines eligibility and provides a wide range of career and vocational counseling services for customers through the Workforce Innovations and Opportunity Act (WIOA), National Emergency Grants (NEG), Work First New Jersey (WFNJ) and/or other grants received from New Jersey Department of Labor and Workforce Development (NJLWD) for customers in Hunterdon and Somerset Counties. Position may perform these duties in Hunterdon and/or Somerset County; assignment to work with specific population(s) is determined by the Direct Services Coordinator based upon factors that include the availability of grant funds and the needs of customers.</p> <p>Position Interviews customers and facilitates career planning for both scheduled and walk-in customers; determines and documents eligibility for grant funded training programs. Position assists unemployed and underemployed residents in connecting to training schools for the purpose of enhancing and improving their technical and vocational skills and/or education to increase their success in obtaining full time, living wage employment. Position provides individual and group career and vocational counseling which includes but is not limited to resume review, writing, and updating as well as providing interviewing skills; provides assessments for and educational workshops to job seekers. Position generates and tracks job seeker referrals to partner agencies, training sites and businesses; provides on-going case management and retention services including, monitoring and evaluation of job seeker progress. Position provides follow up and arranges referrals to supportive services or alternate services when necessary. Position enters data into AOSOS and/or other NJLWD mandated and/or local database; tracks and inputs case management information for job seekers' file. Position attends job related workshops, trainings and conferences as requested and approved by Direct Services Coordinator. Position participates on workforce development committees and work groups as requested by Direct Services Coordinator. Position files, faxes, collates and shreds confidential customer information as needed; provides front desk coverage as needed. Performs other duties as assigned. In addition, Case Manger assigned to WFNJ; tracks and reports customer performance and compliance with WFNJ rules and regulations. Coordinates WFNJ tracking system between the One Stop, Somerset County Board of Social Services and/or Hunterdon County Division of Social Services. Facilitates communication between the One Stop and the Somerset County Board of Social Services and/or Hunterdon County Division of Social Services. Coordinates monthly Case Conference meetings and attends bi-monthly Work Flow meetings.</p> <p><i>Requirements: Bachelor's degree in sociology, psychology, communications, social work, education or related field; strong oral and written communication. High level of computer literacy, including proficiency in MS Office and internet navigation; candidate must meet the eligibility requirements for a NJ Career Counselor Certification and indicated below:</i></p> <p><i>Candidate must meet the following criteria to be eligible for NJ State Career Counselor Certification: Certification requirements include Bachelor's degree from an accredited college or university 6 credits in non-introductory sociology, psychology or another field of study directly related to vocational counseling or workforce and career development and 9 credits in non-introductory behavioral sciences, statistics or Labor Market information courses. Behavioral sciences courses include non-introductory courses in psychology, sociology, guidance and counseling, student personnel services, anthropology, communications and education. One year experience in vocational guidance counseling required or Master's degree may be substituted.</i></p>		<p>\$47,600</p> <p>(35 hours) N</p>	<p>CLOSING DATE 3/1/2019</p> <p>100% GRANT FUNDED</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>ROADS</u>	<p><u>Principal Traffic Signal Electrician</u> <u>000451172A</u></p> <p>Position Summary: Supervise County Traffic signal operations, manage traffic signal operations, manage traffic signal shared services program for Municipalities design, construct, and maintain traffic signal systems for Somerset County and its Municipalities as part of the shared services program.</p> <p>Responsibilities: Incumbent ensures safety of public using County road system. Incumbent creates designs and specification that are responsive to current technologies; verifies and assures compliance to specifications and design by contractors and their subcontractors. Incumbent prepares specifications, advertisements, bid package, authorize payments. Incumbent recommends an equitable agreement between the county and the state, municipality or developer for Freeholder authorization. Incumbent ensures safety of public using municipal road system and provide traffic engineering and electronic, electrical expertise to municipalities. Incumbent conforms to State mandated underground utilities location act. Incumbent performs other duties as assigned by the Director of Public Works.</p> <p><i>Requirements: Incumbent must have a thorough knowledge of County, State, and Federal codes and specifications, including but not limited to the Manual on Uniform Traffic Control Devices; the National Electrical Code; NEMA Codes TS-1 and TS-2; Standard Specifications for Road and Bridge Construction (NJDOT); Somerset County Supplemental Specifications for Road and Bridge Construction. Incumbent must have a thorough knowledge of civil engineering principals, encompassing highway and traffic signal construction and their application to the design, maintenance, operation, and performance efficiency of traffic signals and highway lighting installations. Incumbent must have a thorough knowledge of fiber optic technology, including system design, installation, maintenance, diagnostics and testing. Comprehensive knowledge of traffic signal operations and applied technology, relevant to the internal operation of computer based traffic signal control units, including programming and troubleshooting capabilities. Journeyman Electrician required.</i></p> <p><i>Preferred: Licensed electrician, knowledge of radio communications for currently in use radio traffic signal interconnects system; knowledge of communications protocols and system for computerized reporting systems currently in use in traffic signal automatic monitoring and response systems. Knowledge of design and implementation of the county infrastructure management system. Certified fiber optic technician</i></p>		<p>\$44,900 \$59,900</p> <p>(40 hours) N</p>	<p>1/11/2019</p> <p>CLOSING DATE 3/1/2019</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>SOIL CONSERVATION</u>	<u>Erosion Control Specialist</u>	<u>0001800596A</u>	<u>\$49,400</u> <u>\$65,900</u>	1/31/2019
	<p>Position Summary: Position performs technical work in conjunction with the review of erosion control plans, application, and inspection of soil erosion control practices. This work is carried out in accordance with the procedures and standards outlined in the N. J. Soil Erosion and Sediment Control Act, Chapter 251, P.L. 1975 for the reduction of soil erosion and sedimentation damages.</p> <p>Responsibilities: Performs technical reviews of complex soil erosion control plans to assure the plans meet the NJ Standards for Erosion Control. The plan review requires independent judgment and preparation of review reports to obtain additional information and to assure the plan is in compliance with the Standards for Erosion Control. The incumbent is responsible for contact in the State Erosion Control Engineer for assistance if the plan requires greater engineering review. Position reviews plans submitted for certification to determine completeness. Incomplete applications must indicate items where the plans are deficient. Position also determines if a Stormwater Discharge Permit is required under the program the District administers for the Department of Environmental Protection. Position performs on-site investigations and inspections on construction sites to assure erosion control measures are in accordance with the approved plan; reports for documentation and maintenance of suitable records and files of activities are required. Position coordinates all enforcement activities on erosion control violations with the District Manager in accordance with District and State guidelines and policies. Position will assist the District Manager in coordinating enforcement actions with the Erosion Control Inspectors and is be involved in preparation of enforcement summaries and reports necessary in court actions. Position is responsible to the maintenance of the Hydraulic and Hydrologic Database for Storm water Management; database is part of a Statewide information system that requires continuous updating and management as new projects within a watershed are proposed and built; including coordination with the State Soil Conservation Committee on the information and the capturing of old data as plan is destroyed. Position works with (a) design engineers in developing and reviewing erosion control plans to provide the framework for control of erosion during construction and (b) the job supervisor to resolve erosion problems on construction sites and make determinations as to the need for revised erosion control measures or enforcement action. Position must investigate and resolve complaints relating to erosion control; this must be accomplished by using the established State and District guidelines and procedures.</p> <p><i>Requirements: Bachelor of Science degree in Environmental Sciences, Engineering or other related field and five years' experience directly in the area of soil erosion inspection and/or review or Associates Degree in a related field and experience in the field of engineering, construction, landscape or related area and seven years' experience directly in the area of soil erosion inspection and/or review. Basic knowledge of soils, natural resources and construction practices; working knowledge of the "Standards for Soil Erosion and Sediment Control in N.J." and basic hydrology; knowledge and ability to interpret District policies and procedures; ability to prepare clear, informative, and technically accurate reports and an ability to communicate and work with people of various backgrounds and professions. A valid New Jersey driver's license is required.</i></p> <p><i>A CPESC certification is preferred.</i></p>		(40 hours) E	CLOSING DATE 3/1/2019

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>COUNTY CLERK - ELECTIONS</u>	<u>Election & Systems Clerk</u>	<u>0003510562C</u>	\$35,500	2/15/2019
	Responsibilities: Position works closely with the Principal Election Clerk to master the NJ Statewide Voter Registration System, learn all aspects of NJ's Vote By Mail law, issue Mail In Ballots, respond to requests for public information regarding mail in ballots and election results, assist with printing and proofreading of a variety of election materials and assist with the tabulation of election results. Position will work approximately 50-70% with these tasks, except during the "Election Seasons" when it becomes approximately 95%. Position will also work closely with the Systems Manager to master the Recorder system for real estate transactions, passports, notary public and veteran services, assist in troubleshooting issues with office software and hardware. Position will be primarily responsible for the Clerk's online real estate records system, including creating/maintaining user accounts, assisting the public in the record room and working with vendors and the County's IT department to resolve issues. Position will work approximately 30-50% of the time on these tasks. Position is also a generalist who provides support to all recording staff when necessary. As such, this position will be trained to record real estate transactions (both paper and electronic filings), accept passport applications, provide veteran ID's and provide customer service in the Record Room. Position will also assist the Deputy County Clerk with other tasks as assigned. <i>Requirements: Associates degree; excellent customer service skills and ability to handle heavy phone as well as face to face interaction, sometimes dealing with difficult situation. Incumbent should possess superior oral and written communication skills with an attention to detail. Incumbent should possess ability and desire to learn new skill. Incumbent should have previous office experience; with excellent computer skills including understanding of structured data (such as SQL or Access), troubleshooting and basic helpdesk operations, especially administering a multi-user system. As required, must be available to work overtime, especially during the busy time for elections in May/June and October/November. Must be able to lift 20lb books and reach books on shelves at least five feet high.</i> <i>Preferred experience: Bachelor's degree; experience in elections and real estate recording.</i>		(35 hours) N	CLOSING DATE 3/1/2019

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>APPLY ONLINE AT www.co.somerset.nj.us/jobs</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 clients, 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 will participate in supervision to optimize clinical effectiveness and productivity. Consults and collaborates with other internal and external providers to assure coordination of care; engages in continuing education to maintain and develop clinical skills; meets 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. 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>Preferred: Minimum of two years of postgraduate experience; knowledge and literacy in use of computer. At or close to full licensure (LCSW, LPC); close to completing LCADC. Bilingual (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> <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>\$25.00 Hr. - 19 hours per week; No Benefits</p>	AA		10/12/2018

[Online Only](#)
[Apply Now](#)

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>NUTRITION CENTER</u>	<p><u>Senior Center Maintenance Worker - PT</u> <u>0006867777Z</u></p> <p>Responsibilities: Position covers essential senior center tasks to ensure client safety and ensure the safe operation/cleanliness of the senior center or as assigned. Responds to senior center client emergencies/illnesses in all areas of the senior center according to policy; assists with any ill or incontinent clients. Performs food service duties as assigned, i.e., cleaning food service equipment/supplies; maintaining storage areas, logging food and equipment temperatures, cooking/reheating selected food items served to center clients. Position participates in meetings and training sessions as scheduled.</p> <p>Daily tasks: sweeping, washing, wiping and vacuuming floors, check garbage disposal area for cleanliness daily and cleans if needed; empties trash/recycling, maintains kitchen grease traps as needed; wipes tables and chairs, cleans glass doors, cleans rest rooms (thoroughly) and spot checks during day to ensure cleanliness (refills paper supplies as needed). Loads and unloads food and supply deliveries needed or directed.</p> <p>Bi-Weekly: Cleans and dusts all furniture in offices and common areas; vacuums upholstered furniture.</p> <p>Monthly: cleans windows and window treatments; polishes senior center equipment & furnishings; cleans and/or organizes the maintenance storage area/shed and dumpster monthly.</p> <p>Twice yearly: cleans oven minimally.</p> <p>Quarterly: cleans refrigerator/freezer minimally.</p> <p>As needed: moves furnishings to accommodate changes in center activities as needed, moves furnishings to thoroughly clean once per year. Climbs ladder to clean items (i.e., light fixtures), change light bulbs or to store/retrieve items. Repairs minor damage to walls, ceilings, windows and doors as needed. Reports need for building repairs to the Nutrition Office. Keeps inventory of cleaning and de-icing supplies and re-orders supplies as needed.</p> <p><i>Requirements: High School diploma or equivalent. Ability to read, write and communicate clearly in English; can communicate effectively with diverse clientele; basic math/clerical skill: excellent interpersonal skills; ability to work effectively as part of a team. Ability to use manual meal packaging equipment for Meals on Wheels program that necessitates lifting both hands simultaneously to a height of five feet above the floor, and lowering them to 40 inches above the floor, repeatedly at a rate of up to 6 cycles per minute for a period of up to 45 minutes per day; ability to load/unload commercial dishwasher (floor mounted) and ability to perform side to side and forward and back repetitive motion tasks. Incumbent must have the ability to stand/walk/reach/bend/squat (bearing weight) for extended periods of time to complete tasks. Ability to lift/use/move food service items, trash, boxes of supplies, senior center furnishings, maintenance equipment up to 50 pounds. Ability to pass state, local food handlers' and other Office on Aging & Disability Services & Disability/Nutrition Program tests with a passing score of 80% or as designated by the testing authority. Valid N.J. Driver's License with the ability to independently travel to alternate locations as assigned. Physical Strength Rating Assessment as per Dictionary of Titles (DOT): Heavy Work. The definition of Heavy Work: exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects.</i></p>	AA		10/26/2018
			Reposted - \$14.00 an hour - No Benefits	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH CENTER</u>	<p><u>Medical Director</u> <u>0006161030W</u></p> <p>APPLY ONLINE AT www.co.somerset.nj.us/jobs</p> <p>Responsibilities: Position provides psychiatric assessment and treatment to clients. Position serves as a consultant to staff members. Assesses individuals who present with psychiatric disorders in any clinical setting, records medical history and prescribes in accordance with client needs. Position participates in Performance Improvement; peer review and medical staff activities. Serves as member of Management Team, as consultant to Program Directors, and provides direction and supervision of Medication Clinic. Position participates in policy-making, strategic decision-making and performance improvement direction.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> •Participates as a member of the Management Team in the organization's decision-making structures and processes. •Oversees the quality and effectiveness for the delivery of clinical care in all departments. •Provides direct patient care using appropriate, recognized modalities of treatment; prescribes medication; identifies the psycho education and medication education needs of patients and/or families and provides appropriate learning opportunities. •Provides oversight to Medication Clinic Staff. •Perform psychiatric evaluations, including history and mental status exams. •Complete treatment plans in conjunction with other clinical staff. •Prescribes medication and monitor its benefits/side effects. •Respond to inquiries directed by the nursing staff •Communicate on a regular basis with staff, families, outside agencies. •Maintain thorough, timely clinical documentation. <p><i>Requirements: Completion of Residency in Psychiatry as recognized by ABPN; Board Certification by ABPN; BCLS Certification; experience treating a variety of psychiatric disorders in patients of all ages.</i></p> <p><i>Preferred: At least 2 years of experience in psychiatric administration; lived experience in mental health and substance use disorders and in recovery. Extensive experience with a variety of patient categories and focused experience with one or more sub-categories (e.g. adolescents, dual-diagnosed, etc.).</i></p> <p><i>*Acceptance of employment 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>	AA	(16 hours) E	1/25/2019
			\$165.00 an hour/ 16 hours per week / No Benefits	

[Online Only](#)
[Apply Now](#)