



COUNTY OF SOMERSET

ISSUE DATE: 08/12/2010

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

20 Grove Street /PO Box 3000

Somerville, NJ 08876

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APPROVED BY:
BEVERLY HACKER
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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COMMUNITY DEVELOPMENT

Principal Planner

0006551191F

14F

MIN \$31,300

8/11/2010

MID \$39,125

MAX \$46,950

Duties: Conducts planning, research, and administrative tasks in support of the Community Development Block Grant and HOME Investment Partnership Programs. Prepares status and evaluative reports for submission to the Department of Housing and Urban Development. Monitors and provides technical assistance to grant recipients. Prepares Environmental Reviews in accordance with HUD guidelines. Provides support for special initiatives.

(25 hours)

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CLOSING DATE

8/25/2010

Req: Masters Degree in Public Policy/Administration or community development-related field. Must be computer literate and proficient in Windows applications and Microsoft Office Programs.

Grant Funded ~ Ongoing employment subject to continuation of grant funding

JAIL

Part Time Registered Nurse

0005207777Y

AA

8/14/2008

Duties: Position is responsible for providing direct and indirect nursing care to the incarcerated population. Performs initial and ongoing assessments; initiates access and provides on going medical, dental, and mental health services. Performs a variety of comprehensive nursing functions: dispensing medication, chronic care clinics, treatments, referrals, and patient teaching, etc. Works closely with medical, dental, mental health, and custody staff.

Req.: Valid State of New Jersey RN license, CPR and AED certification required. Must pass a background check and adhere to all security requirements within the jail setting.

\$42.50 Hr~ Mon. - Fri 7 am to 3 pm;
\$45.00 Hr to \$53.00 Hr, evenings, midnights, weekends

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>NUTRITION</u>	<p><u>Senior Center Manager</u> <u>0006861420C</u></p> <p>Duties: Position responsible for managing a multi - purpose Senior Center, by supervising a food service operation, providing information, connecting older adults to services and designing/coordinating a diverse activity plan. Position responsible for ensuring accurate meal reservations for senior center and Meals on Wheels clients. Follows data collection procedures to ensure that pertinent information regarding the senior center has been communicated to data entry staff for local, State, and Federal reporting. Works with the Eldercare/Care Management team regarding client assessments and to coordinate comprehensive assessments on all senior center clients in preparation for outcome measures analysis. Supervises staff assigned to the senior center. Develops calendar of events with activity variety and frequency as per Nutrition Program standards. Submits Monthly Income/expense report by the last day of the month following the reporting month. Ensures that homebound meals are ready for transport at times specified by the Transportation Division, and that lunch is served promptly at 12 noon. Physical Strength Rating Assessment as per Dictionary of Titles (DOT): Medium Work. (Physical Strength Rating Assessment as per DOT: Medium Work - Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work).</p> <p><i>Req.: Associate Degree in Social Services, Recreation/ Health/Geriatric related field or equivalent experience. Minimum one-year experience working with older adults. Excellent interpersonal, problem solving and organizational skills. Experience in problem solving. Basic math/clerical skills. Ability to pass state or local food handlers' training tests. Ability to pass Office on Aging tests on Nutrition Program policies and procedures. Ability to lift/move steam table pans of food, trash, boxes of supplies and senior center furnishings Ability to stand/walk/reach/bend to complete tasks for extended periods of time. Valid NJ Driver's License; ability to independently travel to alternate locations as assigned. Math skills test administered during interview. Certified Activities Professional – (NCCAP) – National Certification Council for Activity Professionals preferred.</i></p>	10C	<p><u>MIN</u> \$30,940 <u>MID</u> \$38,675 <u>MAX</u> \$46,410</p> <p>(35 hours) N</p>	<p>8/11/2010</p> <p>CLOSING DATE 8/25/2010</p>
			Somerset County Senior Wellness Center ~ Basking Ridge	
<u>PESS</u>	<p><u>Part Time Crisis Worker</u> <u>0006197777Y</u></p> <p>Duties: Provides psychiatric counseling for a 24 Hour hotline/ walk-in center including, but not limited to, crisis intervention, assessment, referral, training, technical assistance, monitoring clients, etc. Perform mobile outreach with local police and provide suicide hotline coverage.</p> <p><i>Req.: Master's degree in psychology or related field/minimum of 1-year experience in psychiatric setting or a Bachelor's degree in psychology or related field w/minimum of 3 years experience in a crisis setting. NJ Division of Mental Health Services, Mental Health Screener Certification preferred. Acceptance of employment contingent upon passing a criminal background check and a pre-employment physical/drug screen.</i></p>	AA	<p>\$27.14 Hr.(19 Hours) Saturday & Sunday; Morning, afternoon & evening shifts available</p>	8/28/2008

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>TRANSPORTATION</u>	<p><u>Mini Bus Driver</u> <u>0006831039A</u></p> <p>Duties: Provides transportation for County Senior Citizens and persons with disabilities. May also provide transportation for special weekend events. Assists clients entering and exiting vehicle. Ability to work well with a variety of people. Ability to read a road map. Knowledge of Somerset County roads. Physical Strength Rating Assessment as per DOT: Heavy Work. (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. Physical demand requirements are in excess of those for Medium Work).</p> <p><i>Req.: CDL License w/B or C passenger endorsement & acceptable driving record as per county standards. No DUI convictions within past 10 years; no reckless driving convictions within past 3 years; no more than 6 current points. Investigation of any fatal accident or revocation of driving privileges. Prior passenger transport experience required (i.e. School bus, public transport. Minimum one year experience). Acceptance for employment contingent upon passing federally mandated pre-employment drug testing.</i></p>		<p>\$40,558</p> <p>(40 hours) N</p> <p>Must be available between the hours of 5:45 am & 5:45 pm</p>	<p>8/11/2010</p> <p>CLOSING DATE 8/25/2010</p>