



COUNTY OF SOMERSET

ISSUE DATE: 03/18/2010 ~ 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:
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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MENTAL HEALTH

Medical Director

0006161030C

22C

MIN \$121,590

1/15/2010

MID \$151,988

MAX \$182,385

(35 hours)

E

CLOSING DATE

3/31/2010

Duties: 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.

Essential Functions

- 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 staff nurse.
- Communicate on a regular basis with staff, families, outside agencies.
- Maintain thorough, timely clinical documentation's.

Req.: 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. Preferred: At least 2 years of experience in psychiatric administration.

Preferred Background and Experience Requirement: Extensive experience with a variety of patient categories and focused experience with one or more sub-categories (e.g. adolescents, dual-diagnosed, etc.). Physical Demands: Moderate physical effort (lift/carry up to 25 lbs.); occasional standing/walking; sitting, bending, lifting / carrying medical records and other paperwork, climbing stairs. Fine motor coordination for handwritten and/or computer documentation (60% for Youth Case Managers & 35% for Clinical employees), may be significant. Occasionally lifts and pushes supplies and equipment (e.g. A/V carts, Flip Charts, Mail Cart etc.). Working Environment: May be exposed to infection/contagious diseases; works in clean, well lighted and ventilated office; may be exposed to potential risk of assault from clients.

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>YOUTH RECEIVING</u>	<p><u>Youth Employment Services Case Mgr</u> <u>0005301893C</u></p> <p>Duties: Position responsible for determining youth eligibility and suitability for the Youth Employment Services (YES) program and to facilitate career planning process. Develops individualized case plans for youth at risk; assists youth in following through with case plans including returning to or completing school. Assists youth individually and in small group settings in basic skills development, employment readiness skills (i.e. resume writing, interviewing, leadership development, dressing for success etc.); securing employment. Provides support and mentoring for at risk youth to minimize and/or eliminate barriers to successful attainment of employment and/or education or training goals. Assists youth and their families in securing transportation to and from appointments and meetings. Acts as a liaison between the youth, the youth's family and community organizations and services. Position serves both Somerset and Hunterdon counties.</p> <p><i>Req.: Master's degree in Social Work, Counseling or related field with 15 undergraduate semester hours or credits in Vocational Guidance, sociology and/or case management. Qualified counselor as defined by NJ Department of Labor and Workforce Development. Computer literate, including Microsoft Office Suite 2000. Valid NJ Drivers License.</i></p>	13C	<p><u>MIN</u> \$38,570</p> <p><u>MID</u> \$48,213</p> <p><u>MAX</u> \$57,855</p> <p>(35 hours)</p> <p>E</p>	<p>9/11/2009</p> <p>CLOSING DATE</p> <p>3/31/2010</p>

<u>OFFICE ON AGING-NUTRITION</u>	<p><u>Senior Center Associate</u> <u>0006861419F</u></p> <p>Duties: Position ensures that the quality and quantity of food for congregate and homebound meal clients meets health, food safety and program policy standards; is responsible for all records and documentation of meal counts for congregate and home delivered meals; assists Manager in the day to day functioning of the Senior Center; covers other positions as may be required due to staff shortages to insure the smooth function of the senior center and to avoid interruptions in service to clients. Promotes a positive senior center environment by treating fellow workers, volunteers, senior center guests and all work related contacts with respect and courtesy, supplements maintenance so that center meets health and cleanliness standards.</p> <p><i>Req.: High School diploma or equivalent. Ability to read, write, understand and communicate clearly in English. Basic math/reading skill test given during interview. Ability to lift steam table pans of food and boxes of supplies. Move furnishings, ability to clean, ability to pass state and/or local food handler's training program. Valid N.J. Driver's License; ability to independently travel to alternate locations as assigned. Hours: 8:30 am 1:30 pm; 9:00 am – 2:00 p.m. or 9:30 am – 2:30 pm or 10:00 am – 3:00 pm as directed</i></p>	06F	<p><u>MIN</u> \$17,050</p> <p><u>MID</u> \$21,313</p> <p><u>MAX</u> \$25,575</p> <p>(25 hours)</p> <p>N</p> <p>Somerset County Senior Wellness Center:Bernardsville</p>	<p>3/17/2010</p> <p>CLOSING DATE</p> <p>3/31/2010</p>
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DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>JAIL</u>	<p><u>Part Time Registered Nurse</u> <u>0005207777Y</u></p> <p>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.</p> <p><i>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.</i></p>	AA	<p>\$42.50 Hr~ Mon. - Fri 7 am to 3 pm; \$45.00 Hr to \$53.00 Hr, evenings, midnights, weekends</p>	8/14/2008
<u>MENTAL HEALTH</u>	<p><u>Substance Abuse Counselor</u> <u>0006161663B</u></p> <p>Duties: Provides individual, family, and group psychotherapy, and case management as appropriate to primarily Somerset County residents in order to help them clarify and resolve problems associated with co-morbid alcohol or other drug abuse/dependence and a diagnosable psychiatric condition. Documents clinical activity per agency policy. Contributes to agency performance improvement efforts to assure ethical and effective treatment in accordance with state regulations and accrediting body standards. Provides services in both the DRIOS Program and to clients receiving traditional outpatient services.</p> <p><i>Req.: Master's degree in Social Work or equivalent. Should have or be close to completing an LCADC. Also, should be at or close to full licensure (LCSW,LPC). Acceptance of employment contingent upon passing a criminal background check and pre-employment physical & drug screening.</i></p>	13B	<p><u>MIN</u> \$41,325 <u>MID</u> \$51,656 <u>MAX</u> \$61,988 (37.5 hours) E</p>	<p>10/16/2009</p> <p>CLOSING DATE 3/31/2010</p>
<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>\$26.91 Hr.(19 Hours) Saturday & Sunday; Morning, afternoon & evening shifts available</p>	8/28/2008