



COUNTY OF SOMERSET

ISSUE DATE: 12/14/2018

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

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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 CENTER

[Online Only Apply Now](#)

Clinical Supervisor I (AOTS)

0006160379A

\$61,900

11/19/2018

\$82,500

(40 hours)
E

CLOSING DATE
12/28/2018

SUMMARY OF POSITION: Position exists to supervise the delivery of clinical services within the Assisted Outpatient Treatment Services (AOTS) Program. Incumbent must plan, develop, coordinate and clinically supervise the operations of the program in accordance with programmatic, Center, County, State and National standards of practice. The position also serves as liaison to Designated Screening Center (PESS) and the court system and provides education on the program to all system stakeholders. Incumbent is responsibility for the operation of IOC assuring all services adhere to agency ethical standards and meet requirements and contractual obligations of funding sources, e.g. Medicaid, Medicare, N.J. - DMHAS.

Responsibilities: Position will provide clinical supervision to IOC staff, in individual and group formats, inclusive of all clinical functioning, paperwork expectations and Center wide activity demands. Plan, develop and monitor the IOC services offered in collaboration with the OP Programming Director, inclusive of all daily functioning. Position completes the initial assessment on all clients as well as the initial treatment plan which will be reviewed by the assigned Case Manager. Assessment of client's clinical needs to determine appropriate service provision with preparation of supporting documentation. Manages a small caseload as needed and provides 24 hour on call. Assesses clinical status and need for community linkages, assists in the preparation of Individual Recovery Plans (IRP) and WRAP plans with clients to ensure the client's needs and self-identified goals are addressed. Based on periodic assessments, will work with the client to develop a recovery plan and program schedule that meet's their goals, provides ongoing feedback and updates to client, the IOC team and community supports. Provide coverage for program activities and functions to ensure continuity of programming. Maintain outcome measures including program evaluation, satisfaction surveys of all stakeholders, file reviews, and exit surveys with statistical analysis and reporting. Responsible for creation of the program's marketing plan for strategic growth. Participate in meetings including individual supervision, group supervision, staff meetings, case management meetings, administrative meetings and team conferences. Interface with courts as needed. Position responsible for educating referral sources and other mental health providers regarding IOC program and consumer rights. Position responsible for implementing IOC court orders. Attend county and state meetings relevant to the IOC program. Provide clinical leadership and supervision to the IOC staff teaching staff new applications and skills to improve the level of staff competency. Position uses training, evaluation and feedback to improve performance of self and program. Track and report statistical outcome measurements that will be used to improve staff performance program effectiveness.

Requirements: Master's degree in mental health related field (Social Work, Psychology, Counseling or related field). Professional Licensure (LCSW, LMFT, LPC, etc.) required. A minimum of five (5) years progressive work experience in mental health with at least two (2) years of supervisory experience. A thorough understanding of wellness and recovery core competencies; understanding of the principles and use of teamwork and team building concepts. Computer Literate. At or near the professional certification for clinical supervisor in your discipline. Excellent verbal and oral communication skills, strong assessment skills, supervisory and team leadership skills. Knowledge of outcome management, quality service provision and community resources. Knowledge of therapeutic interventions used in treating the chronic psychiatric population. Ability to establish effective working relationships with community stakeholders, agencies, staff and the general public. Valid driver's license in good standing.

GRANT FUNDED

**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
TRANSPORTATION	Mini Bus Driver	0006831039A	\$47,285	12/14/2018
Online Only Apply Now	<p>Responsibilities: Position responsible for performing duties assigned by the Para-Transit Manager to ensure that eligible county residents are picked up and transported to their destination in a safe, reliable and courteous manner. Position must be able to provide reasonable assistance to passengers to and from their destinations when requested by the passenger to do so; this includes but is not limited to pushing a wheelchair up and down ramps. Applicant must possess excellent reasoning skills, especially in emergency situations. Position must be able to work with individuals who might possess multiple disabilities. Position ensures that passengers requiring assistance at home or at a destination are met by staff or family members; if staff or family is not present notifies the office and waits for direction on what action to take in the individual situation. Position must provide assistance to passengers to access the vehicle and to exit the vehicle. 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 Manager, 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 Manager, Transportation Coordinator or Transportation Director.</p> <p><i>Requirements: CDL Class C or Class B w/passenger endorsement; 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; the county will 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 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. Driver must be comfortable using an electronic tablet used to display daily vehicle manifests and GPS functionality to assist in client locations. 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 Mini Bus Driver 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.</i></p>	(40 hours) N	CLOSING DATE 12/28/2018	
			Must be available between the hours of 5:45 am & 5:45 pm	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
TRANSPORTATION	ParaTransit Manager	0006831105A	\$54,300 \$72,400	12/14/2018
Online Only Apply Now	<p>Position summary: Position is responsible for supervising the mini-bus drivers, transportation aides and in-home service workers. Incumbent will be required to interact in a friendly and courteous fashion with the division employees, other county divisions and clients of the transportation service. Position is part of the Transportation Divisions management team which oversees administration and operation of the division.</p> <p>Responsibilities: Position performs duties assigned by the Transportation Director, senior management and/or the Director of Public Works to ensure that the day to day paratransit; demand services are performed in a professional, timely and courteous manner. Position supervises the Mini-Bus Drivers, Transportation Aides and In-Home Service Workers to ensure that all staff members are providing safe, proficient and professional services to their respective clients or passengers. Position interacts daily with vehicle operators, passengers and residents regarding transportation services, as well as other county divisions/departments including the Office on Aging pertaining to issues of delivery of home delivered meals and the county Office of Veterans Services, to ensure that eligible veterans/residents are receiving transportation services available to them. Serves as liaison with agencies that have contracts for transportation services with the county to ensure that their consumers are receiving transportation services available to them through the contract. Position fields and addresses basic service complaints, forwards critical complaints to Transportation Director. Position manages and maintains documentation of all staff requests for use of benefit time (vacation, personal, etc.). Position actively participates in employment interviews for appropriate staff openings. This position under Federal Transit Administration guidelines (title 49 CFR parts 653,654,655) is classified as "Safety Sensitive" and is subjected to Drug & Alcohol regulations (title 49 CFR part 40) and testing. Incumbent shall be familiar with and able to implement FTA and county drug & alcohol testing regulations and guidelines, including but not limited to "Post Accident" and "Reasonable Cause" testing; follows and enforces all safety standards of the division. Incumbent must be comfortable using two-way radio, mobile data terminals and other transit oriented technologies. Incumbent must be able to use the divisions current computerized scheduling and dispatching program. Position performs client intake, scheduling and reassignment functions as necessary for continuous operation of the division to meet passenger demand.</p> <p><i>Requirements: Requires a minimum of a Bachelor's Degree in Transit Planning or related field, with a minimum of three (3) years managerial/supervisory experience in an agency involved in the delivery of transportation services; or a possession of a high school diploma or a general equivalency diploma and six (6) years of transportation experience in an agency involved in the delivery of transportation services. Possession and retention of a valid New Jersey driver's license (NJSA 39:3), a NJ MVC issued CDL with a passenger endorsement is preferred. A working knowledge of computer programs, including but not limited to Microsoft Office Suite, computerized scheduling and use of GPS reporting to assist in driver reassignments based on current locational information. This position requires the incumbent to work extensively with senior citizens and/or persons with disabilities; therefore experience in this area is desirable. The incumbent will be required to read a map and determine appropriate routing to a stated destination and must be sufficiently proficient in written and spoken English so as to be able to read road signs, recognize addresses, and understand route sheets. Additionally, the incumbent must have strong customer service skills and needs to be able to maintain relationships with a diverse client base. The incumbent may also be required to deliver meals to residents, and in this case will be expected to enforce county safety policies as regards the safe and efficient delivery of food materials. Additionally, the incumbent must complete and pass the Community Transportation Associations Passenger Assistance Safety & Sensitivity (PASS) course and the New Jersey Motor Vehicle Commission approved Defensive Driving Course (DDC) and must be able to retain certification.</i></p>	(40 hours) N	CLOSING DATE 12/28/2018	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
MENTAL HEALTH	Clinical Supervisor I - OPD	0006160379B	\$58,000 \$77,300	7/3/2018
Online Only Apply Now	<p>Position Summary: Provides clinical and administrative supervision to Masters and/or Doctoral level staff and student interns and externs to assure effective and ethical delivery of trauma-informed, wellness and recovery services. Provide individual, family, and group therapy to support individuals' recovery goals. Assist clinicians in meeting caseload demands and assist outpatient director in implementing clinical and administrative initiatives. Position documents clinical and supervisory activity per agency policy. Position contributes to agency performance improvement efforts to assure treatment is in accordance with state regulations and accrediting body standards. Position assumes the responsibilities of the Traumatic Loss Coalition Coordinator for the County of Somerset.</p> <p>Responsibilities: Position will be responsible for the clinical evaluation of clients, formulation of treatment goals and objectives, assignment of DSM related diagnoses. Position will provide psychotherapeutic treatment and case management as needed to clients using appropriate modalities, e.g. individual, group, family therapy. Position will confer with other internal and external providers to assure coordination of care; examples of external providers include, but are not limited to: schools, other agencies, courts, probation, medical personnel, inpatient programs, DYFS, etc. Clients may include children and/or adults who present with a variety of concerns. Service at satellite locations may be involved. Position engages in continuing education to maintain and develop clinical skills, meet agency competency standards, and satisfy requirements for ongoing licensure. Incumbent is on call to schools throughout the County to provide crisis assistance following a sudden and traumatic loss in the community. Incumbent leads the School Crisis Response Team.</p> <p><i>Requirements: Master's degree in social work, counseling (or equivalent) from an accredited graduate program; or, doctoral degree (Ph.D., Psy.D.) from a clinical/counseling psychology program or equivalent, including a 1 year clinical internship. Incumbent is expected to be fully licensed in a clinical discipline; Applicants with Masters should have a minimum of 3 years post-degree experience; must have highest level of certification in licensed area to provide clinical supervision. Coordinating potential should be evident in terms of ability to conceptualize clinical and administrative aspects of agency based mental health services and to manage the complexities of various agency based hierarchical relationships. Age specific knowledge and skills: Must be able to demonstrate knowledge and, depending on area of practice, 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 client's status and be able to interpret the appropriate information needed to identify each client'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 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 in recovery are encouraged to apply.</i></p>		(37.5 hours) E	CLOSING DATE 12/28/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<u>Psychiatric Nurse Practitioner</u>	<u>0006161295B</u>	<u>\$89,100</u> <u>\$118,800</u>	11/16/2018
<u>Online Only</u> <u>Apply Now</u>	<p>Position Summary: Provides trauma-informed mental health assessment and treatment collaboratively with individuals through wellness and recovery, person-centered care and serves as consultant to clinical staff and case managers. Position participates in Performance Improvement (PI) and peer reviews.</p> <p>Responsibilities: Perform psychiatric evaluations; complete treatment plans; prescribes medication and monitor its benefits/side effects; responds to inquiries directed by nurses; communicates with staff, families, outside agencies; maintains thorough, timely clinical documentation; provides hospital follow-up appointments and performs other related duties as assigned.</p> <p><i>Requirements: Certification as an APN by the State of NJ; National Credentialing in Mental Health Nursing and experience in prescribing and treating a variety of psychiatric disorders in adult clients.</i></p> <p><i>Preferred Requirements include experience treating those with serious mental illness and co-occurring disorders. Bilingual candidates are highly encouraged.</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>		(37.5 hours) E	CLOSING DATE 12/28/2018

<u>MENTAL HEALTH</u>	<u>Psychiatric Nurse</u>	<u>0006161283A</u>	<u>\$50,900</u> <u>\$67,900</u>	10/12/2018
<u>Online Only</u> <u>Apply Now</u>	<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 12/28/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH CENTER</u>	<p>Medical Director</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>	0006161030W	\$198,210 (32 hours) E	7/13/2018 CLOSING DATE 12/28/2018

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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 12/28/2018

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 12/28/2018</p>
			Two Vacancies	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>OFFICE ON AGING - NUTRITION</u>	<u>Senior Center Manager</u> Responsibilities: Manages a multi - purpose senior wellness center, designed to promote physical and emotional well-being and to lessen the isolation of older adults. Supervises and ensures that the senior center's food service operation and senior center operations are in compliance with federal, state, county and Health Department regulations, policies and guidelines; plans/coordinates a calendar of events for senior center participants according to specific calendar planning criteria; markets the center to the public and identifies key community leaders who can help identify potential center participants; plans/implements fundraising activities to support the implementation of senior center programs; provides information to clients/caregivers about services; trains, supervises and evaluates staff; recruits, trains, supervises and recognizes the accomplishments of volunteers; ensures that pertinent records, reports and data regarding the senior center and its clients have been maintained/completed to comply with internal/external reporting requirements of funding/administrative sources; covers essential senior center support staff functions during absences. <i>Requirements: Associate Degree in Social Services, Recreation/ Health/Geriatric related field or equivalent experience. Minimum one-year experience working with older adults and experience planning and executing events and activities. Excellent interpersonal, problem solving and organizational skills; applicant must be creative, detail oriented and flexible. Experience in problem solving. Basic math/clerical skills/computer skills (Word, Excel, Outlook). 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 up to 35 pounds; 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. Skills test administered during interview to evaluate multiple required skills, including computer and basic math skills; Certified Activities Professional – (NCCAP) – National Certification Council for Activity Professionals preferred.</i>	0006861420C	\$32,500	12/14/2018
			\$43,300	(35 hours) N CLOSING DATE 12/28/2018
<u>ENGINEERING</u>	<u>Surveying Technician</u> Responsibilities: Position will supervise, train and develop personnel to assure efficient operation of the Survey Section in accordance with Division and County policy. Position will write letters and reports to advise and communicate with various agencies. Position will research and collect all data required to accurately determine the location and width of County road right of way. Position will review consultant right of way maps and descriptions for accuracy and compliance with State and County policy. Position will prepare property parcel maps and metes and bounds descriptions in compliance with State and County policies. Position will prepare deed plottings. Position troubleshoots issues and potential controversies as they arise in order to assure smooth operations. Position will edit field data reduction and prepare base maps. Position will need to know and perform various complex calculations pertaining to surveying; as well as conduct basic field surveying including topographic surveying, route surveying and differential leveling. Position needs to know OSHA Rules and Regulations and other regulations related to project safety. Position needs to know Engineering Division's Standard Operating Procedures. Position must display a working knowledge of GIS in the creation and maintenance of a Geodetic Benchmark feature data class; must maintain an updated inventory of all Geodetic Monuments in the County. Position will perform other duties as assigned by the Director of Public Works. <i>Requirements: Bachelor of Science in Civil Engineering (BSCE), surveying degree from an accredited college or equivalent experience; knowledge of surveying incorporating the latest State and Federal standards. In order to effectively interact with the concerns of local citizens, municipal officials, various State and Federal agencies, the media, and conduct public hearings on proposed projects, the incumbent must possess excellent oral and written communications skills, with special emphasis on conveying complex technical issues to a non-technical audience. Incumbent must have knowledge of surveying methods and the ability to utilize surveying equipment; knowledge of AutoCad software. Incumbent must possess a valid New Jersey Driver's License.</i> <i>Preferred: Knowledge of Route Surveying, Highway design and construction practices.</i>	0004541717A	\$49,400 \$65,900	12/14/2018
			(40 hours) N CLOSING DATE 12/28/2018	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<p data-bbox="399 182 1071 209"><u>Substance Abuse Counselor - PT</u> <u>000616777W</u></p> <p data-bbox="399 217 1071 486">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 data-bbox="399 521 1071 1198">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 data-bbox="399 1206 1071 1620"><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 data-bbox="399 1655 1071 1843"><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 data-bbox="399 1878 1071 1924"><i>**Acceptance of employment contingent upon passing a pre-employment physical and drug screen required.</i></p> <p data-bbox="399 1959 1071 2032"><i>**Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.</i></p>	AA	\$25.00 Hr. - 19 hours per week; No Benefits	10/12/2018

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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>VEHICLE MAINTENANCE</u>	<p><u>Mechanic's Helper - PT</u> <u>000457777Y</u></p> <p>Position Summary: Under supervision, performs a variety of repairs and maintenance tasks involving various types of automotive equipment, trucks, vehicles, heavy equipment. All duties are performed in accordance with County safety codes and safe work practices.</p> <p>Responsibilities: Position assists in repairs of gasoline and diesel powered equipment and vehicles, and related components including transmissions, brakes, drive trains, cooling and electrical systems, alignments, etc. Knowledge of hydraulics, hose replacement and hose fabricating. Position assists in performing preventive maintenance for all assigned vehicles and equipment; operates a variety of diagnostic tools, a variety of hand, electric and air-driven tools. Assists in tests, services and repairs vehicles and equipment; inspects, adjusts and replaces necessary units and related parts in the performance of repairs and maintenance work. Position assists in diagnoses, troubleshooting problems on vehicles using computerized scanning equipment and lap top computers in order to repair and maintain vehicles and equipment in the County fleet. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and schematics. Perform related work as required. Position assists to ensure shop cleanliness and maintenance on a regular basis.</p> <p><i>Requirements: High school diploma or equivalent; two years related experience and/or training; or equivalent combination of education and experience. Must possess a valid driver's license. Acceptance for employment contingent upon passing federally mandated pre-employment drug testing.</i></p>	AA	\$14.50 an hour; no benefits; Monday to Friday; 29 hours per week	10/12/2018

<u>EMERGENCY SERVICES TRAINING ACADEMY</u>	<p><u>ESTA Instructor PT (Fire Fighter)</u> <u>000908777X</u></p> <p>Position summary: Under guidelines set by N.F.P.A., Division of Fire Safety, N.J. State Department of Health and Senior Services, New Jersey State Police, Occupational Safety and Health Administration, Federal Emergency Management Agency, Board of Chosen Freeholders, Director of Public Health and Safety and Director of the Office of Emergency Management, delivers course offerings of the Emergency Services Training Academy.</p> <p>Responsibilities: Incumbent is responsible for the delivery of course offerings of the Emergency Services Training Academy. Position must administer the policies and procedures established by the Board of Chosen Freeholders; County Administrator; Director of Public Health & Safety and Director of the Office of Emergency Management. Position must function under detailed guidelines established by the laws of the State of New Jersey and the rules and specifications required by various State and Federal agencies.</p> <p><i>Requirements: Candidate must possess a superior knowledge of the subject matter taught. Candidate must also possess a current NJ Division of Fire Safety Instructor Level 2 Certification and a current NJ Division of Fire Safety Drill Ground Instructor Certification. Incumbent must submit employment application to the Somerset County Human Resources Division to be considered for this position.</i></p>	AA	\$21.00 an hour ~ Up to 29 hours per	10/26/2018
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DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>EMERGENCY SVCS TRAINING ACADEMY</u>	<p><u>EMT Instructor Aide - PT</u> <u>0009087777W</u></p> <p>POSITION SUMMARY: Under guidelines set by N.J. Bureau of Fire Safety, N.J. State Department of Health, New Jersey State Police, Occupational Safety and Health Administration, Federal Emergency Management Agency, Board of Chosen Freeholders, Director of Public Health and Safety and Director of the Office of Emergency Management, delivers course offerings of the Emergency Services Training Academy.</p> <p>Responsibilities: Incumbent is responsible for the delivery of course offerings of the Emergency Services Training Academy. Position must administer the policies and procedures established by the Board of Chosen Freeholders, County Administrator, Director of Public Health & Safety, and Director of the Office of Emergency Management. The position must function under detailed guidelines established by the laws of the State of New Jersey and the rules and specifications required by various State and Federal agencies. The key challenges facing the incumbent are maintaining a thorough understanding of the current information related to the instructional courses offered at the ESTA and presenting these courses in compliance with the County, State and Federal regulations and policies. This position reports to the Training Academy Supervisor.</p> <p><i>Requirements: Incumbent must be at least 21 years of age and have a minimum of three years of experience as an EMT and possess a valid NJ EMT card. Incumbent must provide a current resume with certificates. Upon acceptance of application and successful evaluation by the selection committee the candidate shall assume the duties of an Instructor Aide. Incumbent must present a 15-minute presentation to the instructor selection committee. Upon acceptance of application and successful evaluation by the selection committee the candidate shall assume the duties of an EMT Instructor</i></p>	AA	\$15.00 Hour - \$28.00 Hour / no benefits - on going recruitment	10/26/2018
<u>OFFICE ON AGING</u>	<p><u>Office Assistant - PT</u> <u>0006817777Y</u></p> <p>Responsibilities: Incumbent will work within the Office on Aging and Disability Services division assisting with processing payments and bills, preparing deposits and scanning orders, maintaining current data base information (data entry), preparing general correspondence, copying, filing, mailing, assisting with data collection for quality assurance and special projects. Individual provides support in contacting emergency contacts for clients who are not at home to receive home delivered meals; documenting all actions related to this function. Individual will report directly to the Fiscal and Contracts Planner and will provide administrative support to management.</p> <p><i>Requirements: High school diploma or equivalent; a minimum of two years clerical and fiscal experience; ability to read, write and communicate clearly in English. Incumbent must have the ability to create and prepare reports for statistical data; ability to prioritize tasks, assignments and handle several tasks simultaneously. Incumbent must be familiar with Microsoft Office Suite as well as databases; must have ability to accurately enter and update client information into various databases. Incumbent must possess good interpersonal skills. Incumbent must be able to independently commute to assigned work location.</i></p>	AA	\$13.50 Hr ~ 19 hours ~ no benefits	11/30/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>EMERGENCY MANAGEMENT</u>	<u>Fire Bureau Chief - Part Time</u> Responsibilities: Position supervises the components of the County Fire Bureau. This includes fire coordination, fire response planning, Fire Leadership Working Group, Emergency Operation Center participation, and acts as the liaison to various fire related organizations including the Somerset County Hazardous Materials Emergency Response Unit. Under the direction of the Director of the Office of Emergency Management, or designee, is responsible for developing comprehensive emergency plans and ensuring County-wide compliance with the National Incident Management System and the New Jersey Fire Service Resource Emergency Deployment Act. Individual performs planning and response related to fire incidents in accordance with guidelines set forth by the county, state and federal government. In addition, the Fire Bureau Chief does related work as directed by the Director of the Office of Emergency Management. Position must administer the policies and procedures established by the Board of Chosen Freeholders, County Administrator, Director of Public Health and Safety, and Director of the Office of Emergency Management. Position must function under detailed guidelines established by the laws of the State of New Jersey and the rules and specifications required by various State and Federal agencies. <i>Requirements: High School diploma or equivalent; valid NJ Driver's License; minimum of 10 years of documented fire service, experience with at least 7 years being supervisory related. State Certified firefighter with Incident Management Level 3 (IML-3), ICS 400.</i> <i>Preferred: Thorough knowledge of regulations, procedures, and responsibilities of specific programs, basic knowledge of theories, methods and practices, ability to establish and maintain effective working relationships with Officials, Department and Division Heads, employees and the public. Knowledge of computers and Public Policy. Knowledge of County policies and procedures.</i>	<u>000380777W</u> AA	\$5,040 Annual Stipend	11/16/2018