



COUNTY OF SOMERSET

ISSUE DATE: 12/22/2017

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

20 Grove Street /PO Box 3000

Somerville, NJ 08876

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

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

APPROVED BY:

DONNA MOZET

HUMAN RESOURCES DIRECTOR

ISSUED BY:

FAITH M. SACINO

HUMAN RESOURCES DIVISION

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
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HEALTH DEPARTMENT

Registered Environmental Health Specialist 0006998357C

13C

\$38,570

12/22/2017

\$48,213

(35 hours)
N

CLOSING
DATE
1/12/2018

Responsibilities: Under direction of the Senior Registered Environmental Health Specialist or the Health Officer, performs inspection work involved in the enforcement of State and local environmental and health regulations including, but not limited to the State Sanitary Code for Retail Food Establishments, Public Recreational Bathing Code, State Housing Code, Individual Subsurface Sewage Disposal Systems, the County Environmental Health Act (CEHA) regulations, Department of Environmental Protection regulations; Epidemiological case investigation and monitoring; and lead-hazard risk assessments. When a violation of relevant sanitary and health laws are found, determines the cause and takes proper corrective action. At the direction of the county health officer assists individuals and groups in developing sound environmental health practices. Incumbent interprets objectives, standards and policies of the County Health Department. Incumbent may give testimony in court case; may investigate nuisances and violations of the sanitary code. Incumbent receives and reviews applications for licenses or permits pertaining to food handling establishments, private water supplies, swimming pools. Incumbent makes surveys and investigations of communicable diseases and epidemics that may be traceable to lack of environmental sanitary conditions.

Requirements: BS degree in Public Health or related field; with 32 credit hours of science and mathematics from an accredited college or university. Must possess a current and valid NJ Registered Environmental Health Specialist License issued by the NJ Department of Health and Senior Services. One (1) year of experience as an REHS in either a local, county or state health department. Must possess the ability to analyze, develop and interpret County policies, and to work harmoniously with all Departments, associates, subordinates, and others having an interest in County government. Ability to take a leading role by providing needed advice and assistance. Must possess knowledge of modern environmental public health inspection techniques and practices; ability to interpret relevant public health laws and apply them to specific cases. Ability to read, write and speak English sufficiently to perform the duties of the position. Proficient in word processing, spreadsheet and data base computer applications, specifically Microsoft Word, Excel and Access. Ability to learn and utilize information systems related to the duties of the position. Incumbent must possess a driver's license valid in New Jersey. Preferred Additional Qualifications: Lead Inspector/Risk Assessor Permit, CEHA Air Quality Training, NJ Noise Pollution Certification, Odor Enforcement Certification, or Hotel/Multiple Dwelling Code Overview Certification. In depth knowledge of regulations, procedures, and responsibilities of specific public health concerns, basic knowledge of theories, methods and practices, ability to establish and maintain effective working relationships with Federal, State and Local Officials, County Department Heads, employees, public health professionals, media personnel, and the general public.

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>PROSECUTORS</u>	<p><u>Victim Advocate</u></p> <p>Advocate overview: Under the direction of the Victim-Witness Coordinator, provides advocate services to crime victims, witnesses and their families to cope with the financial and emotional problems encountered as a result of becoming a crime victim or witness; provides assistance during court proceedings; provides social service referrals; does other related duties.</p> <p>Responsibilities: Advocate consults with crime victims and witnesses to provide information; advice or assistance. Reviews cases with victims and witnesses; notifies victims of their rights and of the status of their cases. Provides assistance to victims and witnesses to resolve the problems associated with court appearances (i.e., lost wages, child care, transportation, etc.). Advocate may accompany victims to Prosecutor's Office interviews, grand- jury or court to provide support. Advocate responds to questions or concerns regarding criminal justice system procedures, rules and regulations. Establishes and maintains cooperative working relationships with those interested or involved in the work of the program. Advocate provides referrals for needed services, which may include counseling, social services and self-help groups. Provides guidance to victims to prepare and deliver victim impact statements; provides advice to victims in filing claims with the Victims of Crime Compensation Office. Advocate participates in the preparation of informational brochures; will be required to learn to utilize various types of electronic information systems used by the agency and office; and maintain timely records of victim services/contacts in the InfoShare computer program. Advocate may participate in public speaking engagements to educate the public on the work of the program. The Victim Advocate may be required to travel to Municipal Courts throughout the County to offer these services to victims in Municipal Court. This may require the Victim Advocate to adjust their work schedules to attend late afternoon and early evening Municipal Court sessions</p> <p><i>Requirements: Graduation from an accredited college or university with a Bachelor's degree in a social science or criminal justice. One (1) year of experience providing advice and referral services to individuals or groups coping with social, emotional, psychological or other problems. Knowledge of the methods used to conduct interviews; knowledge of the methods used to gather and analyze information; knowledge of the criminal justice process, legal terminology and laws related to victims' rights. Knowledge of the economic, social and emotional effects likely to be experienced by crime victims. Knowledge of the problems likely to be encountered by crime victims and witnesses. Knowledge of the types of social and community services likely to be needed by crime victims. Ability to interpret laws, rules and regulations and apply them to specific situations. Ability to provide advice and assistance to crime victims and witnesses. Ability to identify the types of services needed by crime victims and witnesses, and provide referrals. Ability to conduct interviews and gather needed information. Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the program. Ability to prepare reports; ability to maintain essential records and files. Ability to learn to utilize various types of electronic and/or manual information systems used in the agency, office or related units; and ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the Advocate. Appointees will be required to possess a valid New Jersey driver's license.</i></p>	0001301815C	<p>\$40,000</p> <p>(35 hours) N</p>	<p>12/15/2017</p> <p>CLOSING DATE 1/12/2018</p>
			GRANT FUNDED	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
ENGINEERING	<p>Principal Engineer I - Hydraulics 0004541174A</p> <p>Position Summary: The Principal Hydraulic Engineer I formulates and administers overall County flood control, storm-water management, and drainage designs, programs, and standards in order to prevent loss of life and to improve, correct, and/or prevent flood and erosion damage to County roads, bridges, and property while promoting orderly land development and County growth.</p> <p>Responsibilities: Incumbent supervises, trains, and develops personnel to assure efficient operation of the Hydraulic Section in accordance with Division and County policy; writes letters and reports on storm-water drainage projects to advise and communicate with various agencies. Incumbent reviews plans and specifications for conformance to County, State, and/or Federal standards; develops repair details and calculations for emergency repairs of deteriorated infrastructure. Incumbent prepares for and attends meetings to explain status of projects and solicit comments. Incumbent performs field inspection of storm drainage facilities to ascertain their integrity and capacity. Incumbent communicates overall section functioning and needs to the Assistant County Engineer on a regular basis in order to maintain optimal performance of the Hydraulic section. Incumbent troubleshoots issues and potential controversies as they arise in order to assure smooth operations. Incumbent directs employees to enable them to function as effectively as possible; coordinates activities of employees and the training of same; evaluates employee performance and recommends promotions. Incumbent prepares and approves reports, cost estimates, specifications, and plans for storm-water design and construction projects; prepares detailed reports with regard to activities and general information for distribution to Assistant County Engineer and Director of Public Works. Schedules and coordinates projects with other sections of the Engineering Division, contractors, and employees. Incumbent prepares and supervises preparation of specifications and contract documents to ensure compliance with the Local Public Contracts Law. Incumbent performs other duties as assigned by the Director of Public Works.</p> <p><i>Requirements: Bachelor of Science in civil engineering (BSCE) degree from an accredited college and a Professional Engineer's License issued by the New Jersey State Board of Professional Engineers and Land Surveyors. Five years of supervisory engineering experience in the design, maintenance, and construction of projects, including the preparation and review of construction plans and specifications or an equivalent combination of education and experience. Ten years of experience in design, inspection, and construction of storm-water drainage facilities. Knowledge of State DOT and FHWA specifications. 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 bridge projects, the incumbent must possess excellent oral and written communications skills, with special emphasis on conveying complex technical issues to a non-technical audience. Knowledge of hydraulics, hydrology, cost estimating, construction financing, NJDEP regulations, laws, and permits, and meteorology. Possession of a valid New Jersey Professional Engineer's license.</i></p> <p><i>Preferred: A thorough knowledge of County policy and procedures. Knowledge of bridge and hydraulic design, permit requirements, historic preservation. Experience obtained by working several years on multi-discipline projects. Knowledge of computer operations and applications.</i></p>	17A	<p>\$75,760 \$94,760</p> <p>(40 hours) E</p>	<p>11/27/2017</p> <p>CLOSING DATE 1/12/2018</p>
			Hydraulics - Section	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH CENTER</u>	<p><u>Licensed Mental Health Practitioner</u> <u>0006161904B</u></p> <p>Responsibilities: Incumbent provides individual, family, group psychotherapy and case management as appropriate in order to help them clarify and resolve problems affecting their mental health. May hold some limited coordinating responsibility in a focused clinical area (domestic violence, sex abuse treatment). Position documents clinical activity in an EMR, contributes to agency performance improvement efforts to assure ethical and effective treatment in accordance with state regulations and accrediting body standards. Position participates in supervision to optimize clinical effectiveness and productivity, and confers with other internal and external providers to assure coordination of care.</p> <p><i>Requirements: Master's degree in social work, counseling psychology, marriage and family therapy or equivalent from an accredited graduate program; must be at or near to full licensure (LCSW, LPC, LMFT). Minimum two years of postgraduate experience. Incumbent should have relevant clinical experience serving children, families & adults with significant mental health concerns. Must be computer literate including MS office Suite 2000. Acceptance of employment is contingent upon passing a criminal background check & pre-employment physical/drug screen.</i></p> <p><i>*Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.</i></p>	13B	<p>\$41,325 \$51,656</p> <p>(37.5 hours) N</p>	<p>7/28/2017</p> <p>CLOSING DATE 1/12/2018</p>
<u>JAIL</u>	<p><u>Nurse (Registered)</u> <u>0005201051A</u></p> <p>Responsibilities: Position is responsible for providing direct and indirect nursing care to the incarcerated adult population. Performs initial and ongoing assessments; initiates access to as well as provides on going medical, dental and mental health services utilizing standards of care. Position performs a variety of comprehensive nursing functions including but not limited to: initial and follow-up nursing assessment, medication administration, referral to chronic care clinics, treatments, withdrawal monitoring, off site specialty clinic follow up, patient teaching, and accurate documentation. Position works closely with medical, dental, mental health and custody staff.</p> <p><i>Requirements: Valid State of New Jersey Registered Professional Nurse license, and current CPR and AED certification. Current adult medical/surgical and clinical experience is necessary with proficiency in safe medication administration. Knowledge and experience in correctional, psychiatric, adult illness, and addictions beneficial. Must pass a background check and adhere to all security requirements within the jail setting. Please note that as part of this position you may, on occasion, have an existing work shift extended in accordance with jail policies. Correctional Nursing experience preferred.</i></p>		<p>\$63,062</p> <p>(40 hours) E</p> <p>Evening and night shifts available</p>	<p>12/30/2016</p> <p>CLOSING DATE 1/12/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<p><u>Psychiatrist I</u></p> <p>Position Summary: Incumbent provides trauma informed mental health assessment and treatment collaboratively with individuals through wellness and recovery, person-centered care to clients. Incumbent serves as consultant to other staff; participates in Performance Improvement (PI), peer review and medical staff activities.</p> <p>Responsibilities: Position performs psychiatric evaluations, including history and mental status exams; completes treatment plans in conjunction with other clinical staff. Position prescribes medication and monitors its benefits/side effects. Position responds to inquiries directed by staff nurse; communicates on a regular basis with staff, families, outside agencies. Position maintains thorough, timely clinical documentation.</p> <p><i>Essential Requirements: Board Certification by ABPN; completion of Residency in Psychiatry as recognized by ABPN. Age Specific Knowledge & Skills: Must be able to demonstrate the knowledge and skills necessary to provide care to: Children, Adolescents, Adults and Older Adults. Must demonstrate knowledge of key principles of growth and development of the life span, possess the ability to assess data reflective of the patient's status and be able to interpret the appropriate information needed to identify each patient's needs relative to his/her age in accordance with the Center's policies and procedures.</i></p> <p><i>Essential Background and Experience Requirement: Experience treating a variety of psychiatric disorders in patients of all ages.</i></p> <p><i>**Acceptance of employment contingent upon passing a criminal background check and pre-employment physical & drug screening.</i></p> <p><i>**Candidates with lived experience in mental health and/or substance use disorders and recovery are encouraged to apply.</i></p>		<p>\$195,000</p> <p>(37.5 hours) E</p>	<p>10/13/2017</p> <p>CLOSING DATE 1/12/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<p data-bbox="399 182 781 209"><u>Substance Abuse Counselor - PT</u></p> <p data-bbox="914 182 1053 209"><u>000616777W</u></p> <p data-bbox="399 217 1073 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="399 518 1073 1225">Responsibilities: Incumbent will be responsible for the person-centered evaluation of inmates, including strength-based recovery planning goals and objectives, and assignment of appropriate DSM 5 related diagnoses to enhance the recovery process. Incumbent will provide wellness and recovery substance abuse treatment based on the 8 dimensions of wellness, and may provide case management as needed using appropriate modalities. Incumbent will document clinical activity in accordance with agency standards and charting procedures; will participate in supervision to optimize clinical effectiveness, productivity and confers and collaborated with other internal and external providers to assure coordination of care. Incumbent engages in continuing education to maintain and develop clinical skills, meet agency competency standards, and satisfy requirements for ongoing licensure (LSW, LCSW, LPC, LAC, LCADC). Incumbent participates in department and agency wide meetings designed to assure program effectiveness, including participation on PI committees when available. Incumbent may be assigned limited supervisory functions with newer clinicians or students; participates in community consultation and education programs as assigned; participates in system-wide performance improvement. Incumbent works in a collegial manner with Center staff; may provide evaluation and consultation to individuals served in other Center programs. Performs other related duties as assigned.</p> <p data-bbox="399 1233 1073 1647"><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 1073 1701"><i>**Acceptance of employment contingent upon passing a pre-employment physical and drug screen required.</i></p> <p data-bbox="399 1709 1073 1790"><i>**Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.</i></p> <p data-bbox="399 1798 1073 2005"><i>Preferred: Minimum of two years of postgraduate experience; knowledge and literacy in use of computer. At or close to full licensure (LCSW, LPC); should have, or be close to completing, an LCADC. Bilingual ability (Spanish/English) and experience/sensitivity working with culturally diverse populations. Other specialized skills/experience is also desirable (sexual abuse, domestic abuse, personality disorders, forensic, or gerontology.)</i></p>	AA	\$25.00 Hr. - 19 hours per week; No Benefits	10/27/2017

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>YOUTH SERVICES</u>	<p><u>Crisis Intervention Specialist - PT</u> <u>0007147777Y</u></p> <p>Responsibilities: Position provides crisis intervention, short-term family therapy treatment, assessment and case management to children and their families in order to stabilize a juvenile/ family crisis (generally defined as a youth and parent who are experiencing severe family conflict and/or runaway behavior and/or truancy on the part of the juvenile and/or a youth involved in human trafficking) and ultimately provide an alternative to court intervention and out of home placement. When all other supports and family treatment has been exhausted, and the child remains at risk, may need to petition the court for assistance. Primarily conducts crisis intervention and/or family therapy services in the office, but may conduct services in the community, including potentially visiting clients' homes. Participates in weekly individual clinical supervision and staff meetings, including group supervision. Accurately and efficiently documents all interactions with clients and providers; conducts treatment planning activities. Active participation in the county youth services community is strongly encouraged.</p> <p><i>Requirements: Master's degree in social work, psychology or related field. Licensed or working towards clinical licensure by the State of NJ, Department of Law and Public Safety, Division of Consumer Affairs (LCSW, LSW, LPC, LMFT). A minimum of one year of experience working with at-risk youth and their families is required. Graduate or post-graduate training in family therapy systems theory and treatment is required. Knowledge of juvenile justice system and multi-cultural trends, and experience working with the education and social services systems in Somerset County is preferred. Bilingual in Spanish and English is highly preferred. Applicant must be available to work two evenings per week until 8:00 PM. Applicant must possess strong interpersonal and communication skills, including strong writing ability. Applicant must possess a driver's license and pass a criminal background check.</i></p>	AA	\$25.00 Hr.~ 19 Hours per week ~ No Benefits	11/27/2017