



# COUNTY OF SOMERSET

ISSUE DATE: 03/16/2018

## POSITIONS AVAILABLE LISTING

For Additional Information Contact

### DIVISION OF HUMAN RESOURCES

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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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**PUBLIC SAFETY RADIO**

**Dispatcher II**

**0003850534A**

**\$42,600**

3/2/2018

Position Summary: Position works under close supervision as a trainee and probationary employee, receives and responds to telephone or other electronic requests for emergency assistance including law enforcement, fire, medical, hazardous materials, animal rescue or other emergency services and/or dispatches appropriate units to response sites.

(40 hours)  
N

CLOSING  
DATE  
3/29/2018

Responsibilities: Incumbent receives telephone or other electronic requests for assistance via the 9-1-1 emergency number. Incumbent will be trained to obtain, verify and record location of emergency, name of caller, nature, severity and current status of the emergency and obtains any other appropriate information needed to secure a full assessment of the circumstances. Incumbent will be trained to operate automatic number identification (ANI), automatic location information (ALI), telecommunications devices for the deaf (TTY/TDD), or other electronic devices to obtain and verify required data. Incumbent maintains a reassuring, calming manner with callers to obtain required information; while encouraging emergency callers to stay on the line. Incumbent will be trained to utilize video display terminal or computer oriented or radio equipment to receive, monitor, record, summarize and/or transmit data relating to the emergency. Incumbent will be trained to utilize radio, telephone and computerized or other electronic equipment to dispatch specific law enforcement, fire or medical units to the scene of an emergency based on the pre-established response plans; seeks guidance from supervisory personnel when circumstances warrant significant deviation from pre-established response plans. Incumbent may assist in maintaining and facilitating communication with responding units by receiving and relaying information including confidential information to authorized personnel. Incumbent may make entries, inquiries, cancellations and modifications of records in various systems and databases such as the National Crime Information Center (NCIC and State Crime Information Center (SCIC), Stolen Vehicle file, Stolen License Plate File, Stolen-Missing Gun File, Stolen Article Fire, Wanted Person File, Stolen or Embezzled or Counterfeited or Missing Securities File, Stolen Boat File, hazardous material databases and hospital status files. Incumbent will be trained to maintain the official station record and/or the daily log of all incoming and outgoing communications. Incumbent will receive training in the activation of emergency alert systems such as bells, sirens, beepers and tone-activated devices. Incumbent will prepare reports and statistical data.

*Requirements: High School diploma or equivalent; must possess effective telephone skills. Offer of employment contingent upon passing a written test, psychological test, interview process; drug screen and criminal background check. Only applicants with a minimum of 1 to 2 years of experience in Emergency Dispatch and/or Emergency Services including, police, fire, and or EMS will be considered. Incumbent must have the ability to establish and maintain working relationships with employees, agencies and the general public and the aptitude to function as part of a team. Incumbent must be able to work a flexible schedule, including evenings, weekends and holiday hours. Valid NJ Driver's license. Position requires the incumbent to have good listening skills and the ability to focus in a fast-paced, stressful working environment. Incumbent must be detail oriented and have the ability to produce work that is consistently accurate within critical time constraints which is essential to the proper performance of this position. Preferred: Proficient in Microsoft Office applications and experience in electronic and social media a plus. Knowledge of Somerset County Emergency Services preferable.*

Creating applicant pool

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>PLANNING BOARD</u></b>	<p><b>Principal Planner</b></p> <p><b>0003901191A</b></p> <p>Responsibilities: Position manages the Planning Division's Environment and Utilities section, which is responsible for overseeing and managing environmental planning projects and all aspects of the County's Farmland Preservation Program. The Somerset County Farmland Preservation Program, which is funded through the State Agriculture Development Committee (SADC) and Somerset County Open Space Trust Fund. The position provides administrative and technical support to the County Agricultural Development Board. Position processes applications for farmland preservation parcels throughout the County, which includes ranking the applications with the prescribed SADC criteria, creating GIS maps, researching the parcel's history, performing site inspections, presenting the application to the Somerset County Agriculture Development Board (SCADB) and SADC for approval, assisting in all due diligence activities and supporting County Counsel on property/easement acquisition activities. Position attends all monthly SCADB meetings. Position requires the review and mediation of Right-to-Farm matters brought before the SCADB, and working with numerous attorneys for Right-to-Farm matters that are brought to court. Position requires semi-frequent fieldwork to farms throughout the County for the purposes of determining compliance with Farmland Preservation requirements and remediation of identified violations of such requirements. Manages environmental planning projects and provides technical and administrative support to the Planning Board's Environmental and Utilities Committee. Monitors legislation related to environmental issues such as but not limited to open space and farmland preservation, sustainability and storm-water management. This position will assist the Director of Planning in the implementation of County and local planning projects and programs. Other duties as assigned by the Director of Planning.</p> <p><i>Requirements: Four year undergraduate degree in Planning or closely related field and four to six years of experience in environmental planning, agriculture and farmland/open space preservation programs.</i></p> <p><i>Preferred: A Master's Degree in Planning with specialization in Environmental and/or Preservation Planning. A Master's Degree may substitute for two years of experience. NJ Professional Planners License and American Institute of Certified Planners Certification highly preferred. Two to three years of experience working with the SADC and federal preservation programs.</i></p>	14A	<p><b>\$50,080</b> <b>\$62,600</b></p> <p>(40 hours) E</p>	<p>3/2/2018</p> <p>CLOSING DATE 3/29/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>MENTAL HEALTH</u></b>	<p><b>Clinical Supervisor I - OPD</b> <b>0006160379B</b></p> <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 &amp; 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>	15B	<p><b>\$53,625</b> <b>\$67,031</b></p> <p>(37.5 hours) E</p>	<p>1/26/2018</p> <p>CLOSING DATE 3/29/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b>ENGINEERING</b>	<p><b>Principal Engineer I - Hydraulics</b>      <b>0004541174A</b></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><b>\$75,760</b> <b>\$94,760</b></p> <p>(40 hours) E</p>	<p>2/16/2018</p> <p>CLOSING DATE 3/29/2018</p>
			Hydraulics Section	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>MENTAL HEALTH</u></b>	<p><b><u>Substance Abuse Counselor</u></b> <b><u>0006161663B</u></b></p> <p>Responsibilities: Position 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-occurring alcohol or other drug abuse/dependence and a diagnosable psychiatric conditions. 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 CARE Program and to clients receiving traditional outpatient services.</p> <p><i>Requirements: Master's degree in Social Work, Counseling, or equivalent is required, as is an LAC or LSW and additional relevant experience. LCADC, LCSW, LPC, Bilingual preferred. Acceptance of employment contingent upon passing a criminal background check &amp; 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><b>\$41,325</b> <b>\$51,656</b></p> <p>(37.5 hours) E</p>	<p>2/9/2018</p> <p>CLOSING DATE 3/29/2018</p>
<b><u>JAIL</u></b>	<p><b><u>Nurse (Registered)</u></b> <b><u>0005201051A</u></b></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><b>\$63,062</b></p> <p>(40 hours) E</p> <p>Evening and night shifts available</p>	<p>12/1/2017</p> <p>CLOSING DATE 3/29/2018</p>
<b><u>CDBG-COMM DEVEL</u></b>	<p><b><u>Housing Project Coordinator</u></b> <b><u>0006550745C</u></b></p> <p>Responsibilities: Position supports the administration of the CDBG, HOME, Continuum of Care (CoC) and Homelessness Trust Fund (HTF) grant programs. In this role, the incumbent provides technical assistance and instruction, project oversight and compliance monitoring, and other support to non-profit and municipal organizations that have been awarded grant funds for construction projects. Provides technical assistance and consultation to grant recipients throughout the term of their grant. Manages the timely spending of grant-funded projects, approves reimbursement requests, and contributes to the other work of the division. Supports data collection and reporting, planning and community outreach efforts. Participates in the delivery of instructional workshops and committee meetings, visits community organizations to monitor projects, and attends meetings, trainings and special events. Must be comfortable providing instruction and guidance to grant recipients, as well as responding to inquiries from members of the public who need assistance with basic needs. Uses HUD software and reporting forms to submit data on funded projects and activities.</p> <p><i>Requirements: Associates degree and a valid NJ Driver's License. A Bachelors degree as well as construction management experience are preferred. Experience in the administration/knowledge of CDBG, HOME, and HTF programs and activities, and knowledge of county government policy and procedure are helpful. Strong writing, communication, program management, data analysis and problem solving skills are also critical. Ability to assist with the creation of systems and processes that will improve efficiency and outcomes. Must be computer literate and have experience in word processing, spreadsheet, and online data collection and reporting systems.</i></p>	12C	<p><b>\$34,020</b> <b>\$42,525</b></p> <p>(35 hours) E</p>	<p>3/2/2018</p> <p>CLOSING DATE 3/29/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>MENTAL HEALTH</u></b>	<b><u>Psychiatrist I</u></b>	<b><u>0006161284B</u></b>	<b>\$195,000</b>	10/13/2017
	<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 &amp; 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 &amp; 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>		(37.5 hours) E	CLOSING DATE 3/29/2018
<b><u>VOLUNTEER SERVICES</u></b>	<b><u>Administrative Assistant III</u></b>	<b><u>0006151141C</u></b>	<b>\$25,550</b>	3/16/2018
	<p>Position Summary: Data entry for programs of Volunteer Service and for the Retired &amp; Senior Volunteer Program (R.S.V.P.) and provide administrative assistance for all programs administered by the department.</p> <p>Responsibilities: Position enters all volunteer timesheets and information into the appropriate computer programs. Position maintains department files. Position oversees the TCE and Tutoring Programs; coordinates the Fall Leaf Cleanup and assists with taking Handyman Program requests. Position will assist with appointments for back ground checks. Other related duties as assigned</p> <p><i>Requirements: High school diploma or equivalent; computer literate, trained and experienced with Microsoft Office. A minimum of 2 years office experience.</i></p>	07C	<b>\$31,938</b>  (35 hours) N	CLOSING DATE 3/29/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>RECYCLING CENTER</u></b>	<p><b><u>Electrician/Foreperson - Maintenance</u></b>      <b><u>0007001337A</u></b></p> <p>Responsibilities: Position supervises maintenance department personnel in the day-to-day maintenance of processing, rolling stock and building equipment to satisfy the requirements of the Somerset County Recycling Program. Position supervises and performs the repair and maintenance of all mechanical and electrical equipment utilized in the processing of recyclables at material recovery facilities; supervises and performs minor maintenance on recycling vehicles and other equipment as required. Position supervises and performs maintenance on building and grounds at the Recycling Facility. Position supervises and performs the installing, inspecting, repairing, servicing and maintaining of electrical equipment, machinery and circuits for distributing and utilizing electrical energy in accordance with Building Codes or Acceptable Trade Practices. Assists other divisions in the Public Works Department as required.</p> <p><i>Requirements: A valid N.J. Electricians License and a valid N.J. Driver's License with CDL; Class A or the ability to obtain one during the probationary period. 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 if current CDL holder. A minimum two years of supervisory experience or an equivalent of satisfactory education, training and experience satisfactory to the Board. Incumbent must possess extensive mechanical knowledge with emphasis on high voltage electricity.</i></p> <p><i>Preferred: Technical courses H.V.A.C., plumbing and carpentry; courses in management or related training courses. Knowledge of Somerset County policies and procedures.</i></p>	13A	<p><b>\$44,080</b> <b>\$55,100</b></p> <p>(40 hours) N</p>	<p>2/16/2018</p> <p>CLOSING DATE 3/29/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>MENTAL HEALTH</u></b>	<p><b><u>Intergrated Case Manager</u></b></p> <p>Position Summary: The primary purpose of the position is to reach out and support consumers in following through with primary care needs, appointments, and physical health goals. Services may include managing transfer of care, assisting consumers in connecting to needed services or referrals, managing discharges, following up with frequent no-shows, supporting consumers in follow-up care, transportation coordination, coordination with community staff, and case management of complex cases with limited existing supports. All individual contact will be documented within the parameters of regulatory standards.</p> <p>Responsibilities: Position will identify and engage consumers who are seen having at least two chronic health conditions or one chronic condition and be at risk for another; or one serious and persistent mental health condition. Position will be the system navigator and point of contact for shared consumers and families. Position will: coordinate with integrated treatment team and community services as needed to ensure that both current diseases, as well as preventative and health promotion needs are addressed as part of the holistic, whole-person, culturally-sensitive approach including scheduling appointments; teach and assist consumers to better manage their chronic diseases using evidence based practices and understanding disease knowledge, medication compliance, specialty services; assist consumers and their families in problem solving issues related to the health care system, financial or social barriers; advocate on the consumer's behalf; conduct individual case management sessions, family meetings and facilitate psychoeducational groups; maintain awareness of the practical and clinical status of each client so that individual needs are addressed using sound clinical judgement in crisis and making referrals when appropriate; engage clients through outreach strategies; submit paperwork in a timely fashion; maintain the chart as completely as possible with the contents up to date, clear, concise and accurate; maintain good working relationships with Richard Hall staff, professionals outside the program and with family/support system; engage in training and activities, including but not limited to in-house training and statewide initiative, for professional growth and quality service provision to consumers; work in a shared decision making process with the consumer to develop an Integrated treatment plan and program schedule that meets emergent and long term needs; transport consumers to appointments within the community.</p> <p><i>Requirements: Graduated from an accredited college or university with a Bachelor's degree in Social Work, Psychology, Human Services or related field required. Incumbent must have experience in patient education and/or chronic disease management. Incumbent must demonstrate knowledge of key principles of growth and development of the life span, possess the ability to assess data reflective of the consumers status and be able to interpret the appropriate information needed to identify each consumer's needs relative to his/her age in accordance with the Center's policies and procedures. Incumbent must possess experience in working in a mental health setting. Computer Literate. License in good standing, if applicable. Valid driver's license in good standing.</i></p> <p><i>Acceptance of employment 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> <p><i>Preferred Req.: Master's Degree in Psychiatric Social Work, Psychology, Counseling or related field from an accredited college. Familiarity with symptoms and evidence-based treatments of major psychiatric diagnosis. Familiarity with the psychiatric medication prescribed to the program's target population. Knowledge of community resources and services and the ability to collaborate with other professionals. Bilingual ability (e.g. Spanish/English), and experience/sensitivity re: culturally diverse populations are desirable.</i></p>		<p><b>\$41,325</b></p> <p>(37.5 hours) E</p>	<p>3/2/2018</p> <p>CLOSING DATE 3/29/2018</p>
			GRANT FUNDED	



DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>HEALTH DEPARTMENT</u></b>	<p><b><u>Nurse Case Manager</u></b></p> <p><b><u>G0006991432C</u></b></p> <p>Position Summary: Responsible for follow-up services on children with high lead level and additional testing, diagnostics for these children; provides case management; notifies, communicates and follows up with parents with risk children; informs, educates, and encourages providers to screen children for blood lead levels; provides outreach, information, and presentations related to lead poisoning prevention and treatment to health care providers, parents, community groups and public health stakeholders.</p> <p>Responsibilities: Position will provide public health nurse case management services, including home visits, in accordance with N.J.A.C. 8:51 for lead-burdened children in Somerset County; work collaboratively with Lead Inspector/ Risk Assessors to conduct home visits assessing the medical, psychosocial, socioeconomic and environmental status of lead exposed children and their families for the detection of adverse health effects of lead, provides education and counseling in prevention. Position will participate in joint home visits with the Lead Inspector/Risk Assessor; conduct surveillance, including monitoring LeadTrax and document in LeadTrax all activities related to environmental investigations conducted for the lead-burdened children. Positon will need to recognize multicultural practices and beliefs, and their impacts on health behaviors and tailors approaches accordingly; identifies/evaluates medical, psychosocial, and socio-economic barriers. Position will identify, collect, and analyze health data about communities and at-risk population groups. Position develops and participates on community advisory boards, task forces and committees. Position functions as case manager/case coordinator utilizing a multi-disciplinary approach to ensure improved health status; establish and evaluate nursing plans of care based on identified client need, strengths and availability of resources; makes appropriate linkages to community resources to meet the identified needs of clients. Position reviews and interprets laboratory findings, and follows up in accordance with procedures and protocols; acquires and maintains updated knowledge of federal, state and local health laws, regulations, policies, procedures, and protocols as they relate to area of assignment and responsibility. Position performs required nursing documentation in accordance with local, state and federal law, and ensures documentation is clear, complete, and accurate; responds and researches inquiries from clients, social service and health care providers; performs other duties as required.</p> <p><i>Requirements: A Bachelor's degree in nursing from an accredited college or university; may substitute a Bachelor's degree in a related field from an accredited college or university and one year of experience as a registered nurse for the required education; .may substitute two years of experience as a registered nurse for the required education.; may substitute U.S. Armed Forces military service experience as a commissioned officer in Nursing classification or Nursing or Health Care Specialist specialty codes in the Nursing field of work on a year-for-year basis for the required education Valid driver's license at time of appointment and throughout employment.</i></p> <p><i>Preferred Additional Qualifications: Ability to read, write, and fluently speak Spanish. 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.</i></p>		<p><b>\$54,775</b></p> <p>(35 hours) N</p>	<p>3/16/2018</p> <p>CLOSING DATE 3/29/2018</p>
			<p>POSITION REPOSTED - 100% GRANT FUNDED</p>	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b>RECYCLING</b>	<p><b>Resource Driver</b></p> <p>Responsibilities: Position performs truck driving duties, pick-up recyclables and acts as crew leader. Position drives a truck and operates hydraulic systems climbs on and off trucks; watches for oncoming traffic and obey motor vehicle traffic rules. Position identifies, sorts, discards, asides, lifts, moves recyclable materials from curbside to truck. Position does quality controls (visually inspects material to see if it qualifies as material to be recycled) to assure that recyclable materials are identified, sorted and placed in proper truck bins; prepares and issues quality control reject tags after identifying rejected materials: circles appropriate reason for rejection. Position lifts recycling buckets, places materials above shoulder height to truck bins; lifts truck doors 3 feet to 5 feet, closes doors and latches. Position maintains curbside pick-up of recyclables at various vehicle speeds to complete designated areas and maintain productivity levels. Position maintains records; records status of work and reports malfunction of truck. Position performs proper daily inspection of vehicles per CDL requirements. Position performs Resource Recovery Worker Outside duties as necessary. Must have the ability to properly move and hook dumpsters to trucks and operate all controls. Position performs other duties as assigned by the Recycling Superintendent and the Director of Public Works.</p> <p><i>Requirements: High School diploma or equivalent. Valid NJ Driver's License with Class B CDL required &amp; 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. In order for a Resource Driver to safely perform all required duties in an efficient manner, they must also be able to occasionally lift loads over 125 pounds. Must be able to reach overhead to transfer loads and hook up dumpsters. The Resource Driver is required to perform the job duties of a Resource Recovery Worker.</i></p>	<b>0007001344A</b>	<p><b>\$44,812</b></p> <p>(40 hours) N</p>	<p>3/2/2018</p> <p>CLOSING DATE 3/29/2018</p>
			5 Openings	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u><b>JAIL</b></u>	<p data-bbox="397 182 737 209"><u><b>Licensed Practical Nurse - PT</b></u></p> <p data-bbox="922 182 1068 209"><u><b>000520777Z</b></u></p> <p data-bbox="397 217 1068 653">POSITION SUMMARY :Incumbent will work within a scope of practice and standards set forth by the State of New Jersey and will (along with the Registered Nurse) assist in achieving a quality of care, which promotes optimal health. Contributes to the nursing assessment by collecting ongoing systematic data collection, contributes by assisting in the health assessment, reporting and recording findings/observations, goal identification, health education, medication administration, reporting of deviation from normal health status, recording observations, The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of case finding; reinforcing the patient and family teaching program through health teaching, health counseling and provision of supportive and restorative care, under the direction of a registered nurse or licensed or otherwise legally authorized physician or dentist.</p> <p data-bbox="397 680 1068 1171">Responsibilities: Administers medications as ordered in a timely fashion in accordance with nursing standards. Maintains and documents on the MAR and/or charts appropriately. Maintains adequate supplies of stock and prescription medication. Orders medications and supplies, as needed, to ensure a suitable supply is on hand. Routinely checks all meds/supplies for expiration dates and replaces/reorders as needed. Maintains a neat and orderly medical cart, Completion of a Controlled substance count q shift with oncoming and off-going staff and performs all other required counts. Answer Health Service Request slips, as presented, when on med rounds. Assists the physician during sick call and transcribes orders. Assists in minor medical/surgical procedures. Keeps health team informed of observations and changing conditions of inmates. Initiates emergency care when indicated. Safely practices, demonstrates and adheres to infection control procedures. Assist with/or be assigned other duties as needed in the Unit.</p> <p data-bbox="397 1177 1068 1481"><i>Requirements: Graduate from an accredited school of Practical Nursing Program. Currently licensed to practice by the State of New Jersey as a Licensed Practical Nurse. Satisfactory background investigation report. Current CPR/AED certification, a copy of which shall be maintained on file in the facility at all times and blood borne pathogen training. Ability to communicate effectively with all socioeconomic and cultural backgrounds. Ability to perform the functions and tasks as required by the position. Offer of employment is contingent on successfully passing an extensive background check.</i></p> <p data-bbox="397 1507 654 1534"><i>Creating Applicant Pool</i></p>	AA	<p data-bbox="1175 1198 1373 1346">\$25.25 Hr.Mon. – Fri. 7 am to 3 pm - plus shift differential: vvenings, midnights, weekends</p>	2/16/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>MENTAL HEALTH CENTER</u></b>	<p><b><u>Administrative Assistant - PT</u></b>                                 <b><u>0006167777Y</u></b></p> <p>Position Summary: Performs Administrative duties and is support to Clinical staff and Psychosocial Rehab staff as well as any other programs, as needed. Cross-trained with all other support staff in order to fill in for any position required or if a support staff member is out to ensure services throughout the Center run smoothly and consistently. Delivery of all services is trauma-informed, wellness and recovery and person-centered in accordance with the Mission, Vision and Values statement of the Center.</p> <p>Responsibilities: Position provides lunch coverage for both Front Desk reception positions in accordance with a trauma-informed, wellness and recovery, person-centered manner. Position assists in typing correspondence for Medication Clinic and Partial Care program; assists in fulfilling Medical Records Requests; assists in sending out requests for records to other providers and as requested by prescribers. Position assists in processing, mailing, faxing release of Information forms, records after review and approval by Clinical Staff; distributes faxes to the appropriate staff members. Position assists clinicians or staff members in support staff functions as needed; position will be cross trained in all other support staff functions in order to cover all positions as required by Business Manager. This would include, but is not limited to, front desk reception coverage, Medical Records Room, Partial Care Unit administrative support, or assistance as required for any other support staff functions, mindful of trauma informed, wellness and recovery, person centered delivery of services. Position attends and participates collaboratively in all departmental meetings and educational in-services. Participates in any classes or trainings offered by the county to enhance performance. Position expected to engage individuals served by the Center and co-workers in accordance with the Mission, Vision and Values statement of the Center. Position will run daily security report running for Partial Care Program and mailroom maintenance related to Partial Care Program. Position will work in HER (CareLogic) as needed and perform other related duties as assigned.</p> <p><i>Requirements: High school diploma or equivalent; computer knowledge; MS Office &amp; Excel.</i></p> <p><i>Ability to communicate clearly and respectfully with clients and visitors. Acceptance of employment contingent upon passing a criminal background check &amp; 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	\$14.00 Hr.-29 hours per wk - No Benefits	3/5/2018
<b><u>IDRC</u></b>	<p><b><u>IDRC Counselor - PT</u></b>   <b><u>0006147777Y</u></b></p> <p>Position Summary: In accordance with N.J.A.C. 10:162, the Intoxicated Driver Resource Center (IDRC) is responsible for providing 12-hour education program to persons convicted of alcohol and/or drug related driving offense as court order. Each participant must be screened and, if necessary, referred to a treatment program for further evaluation. The IDRC Counselor conducts education and screening as mandated.</p> <p>Responsibilities: Position provides didactic education during 12-hour class utilizing approved state curriculum. Position completes on-site screenings on all class participants/clients to determine whether a substance use evaluation is warranted as per state criteria. Position explains screening results and expectations to clients. Position coordinates referral to affiliated treatment agencies and other resources as needed. Position completes required paperwork including Records Release Authorizations with clients. Position enters screening information into state databases.</p> <p><i>Requirements: Must hold a LCADC or CADC; other licenses may be considered if scope of practice includes substance use population. Knowledgeable in motivational Interviewing; 5+ years' experience working with substance use population. Candidate must be computer literate.</i></p> <p><i>Preferred: Previous experience working with mandated clients; group counseling experience particularly psychoeducational. Bilingual preferred.</i></p> <p><i>Monday &amp; Tuesday evenings starting after 4 pm and ending at approximately 10 pm.</i></p>	AA	\$25.00 Hr. / 12 to 24 hours per month / No benefits	2/16/2018

