



# COUNTY OF SOMERSET

ISSUE DATE: 10/13/2017

## 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
------------	----------------------	-------	--------------	--------------------------

#### WORKFORCE INVESTMENT BOARD

#### Business Services Specialist

0006200285C

11C

\$32,480

10/13/2017

\$40,600

(35 hours)

E

CLOSING DATE

10/27/2017

Position summary: Position is responsible for engaging and building strategic alliances with relevant State of New Jersey departments and divisions, educational institutions, workforce training entities, business and trade organizations, and special interests groups having an interest in workforce and economic development. The position advises the Director on partner activities, priorities, and strategies as relates to the interest of the GRWDB. Position will be responsible for leading the marketing and communications efforts of the organization including but not limited to communications with GRWDB Members, GRWDB Executive Committee Members, GRWDB Committees, internal and external partners, and constituents through the effective use of technology including but not limited to the organization's web, social media presence, e-mail and e-newsletter communications. Position will be responsible for leading such special projects and research as may be required including but not necessarily limited to securing consultant services through request for proposal processes and researching, collecting and presenting workforce, demographic, and economic information to the GRWDB. Position will be responsible for coordinating outreach to the business community among the various entities currently engaged in contacting businesses. Position will be responsible for business outreach, is defined as any activity that results in contact with an employer from a human resources, employee recruitment, workforce training, and/or workforce incentives perspective.

Responsibilities: Incumbent will prepare an inventory of partner agencies having direct contact with businesses in Hunterdon and Somerset Counties; facilitates the transfer of information on employer related needs among the various partners. Fosters a collaborative environment among existing business outreach; defined as engaging partners in shared planning and decision making. Prepare a monthly report on present and future workforce needs of employers as identified through contact with partners and employers. Maintain electronic lists of contacts for use in board communications/development; marketing and communications. Position will make recommendations on and implement marketing and communication strategies to engage employers in the work of the GRWDB. Position will identify breakdowns and make recommendations on improving the workforce delivery system in Hunterdon and Somerset counties. Position will collect and distill information from partner agencies that will inform GRWDB strategic planning discussions. Position will engage elected and appointed officials in Hunterdon and Somerset counties on their understanding of business needs. Position will engage the Hunterdon County Chamber of Commerce and the Somerset County Business Partnership as relates to the workforce needs of employers.

*Requirements: College degree and/or relevant experience in public or private sector human resources, public workforce investment system, and/or workforce education and training. Knowledge of human services, workforce education and training programs, educational resources, and job training programs preferred. Communication and marketing skills, including social media marketing is required. Experience researching, summarizing and reporting on economic and demographic data, federal and state laws, regulations, policies and guidelines related to workforce and economic development. A valid Driver's license is required.*

100% GRANT FUNDED

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>0006161663B</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>5/12/2017</p> <p>CLOSING DATE 10/27/2017</p>
<b><u>PURCHASING</u></b>	<p><b><u>Purchasing Specialist</u></b> <b>0001601294C</b></p> <p>Position Summary: Under direction performs responsible and complex work involved in the procurement of goods and services by Formal Bids, Fair &amp; Open RFP's, Competitive Contracts and Formal Quotes. Incumbent must exhibit the ability to work under pressure and strict deadlines and able to multi-task. Incumbent must establish and maintain harmonious working relationship with fifty plus department/division contacts, end users and vendors. Incumbent process information both written and oral efficiently, accurately and rapidly.</p> <p>Responsibilities: Incumbent will be responsible for providing guidance in the preparation of specification development, proposal evaluation, award recommendation, quality assurance and execution of contract awards. Incumbent will maintain current knowledge of industry information for assigned services and contracts. Assist in the development of bid/RFP packages. Review specifications/scope of work prepared by the end users. Ensure specifications are competitively drawn and contain an accurate and clear description of the goods/services being requested. Develop bid specifications when requested to do so by the Purchasing Agent. May advise when necessary the use of NJ State Contracts and Cooperative contracts. Incumbent will resolve complaints when necessary as well as rendering assistance when difficult and unusual situations arise. Incumbent will prepare all purchasing related correspondence as it pertains to assigned solicitation of Formal Bids, Fair &amp; Open RFP's, Competitive Contracts, Formal Quotes and related notices. Assist with the review and analyze requisitions before submission to the Purchasing Agent. Requisitions are checked for compliance with the New Jersey Local Public Contracts Law and Rules, County policies and relevant statues and regulations. Additional duties and responsibilities may be added on an as needed basis in regards to the Somerset County Park Commission and Somerset County Cooperative Pricing System.</p> <p><i>Requirements: Graduation from an accredited college or university with a Bachelor's degree (applicants who do not meet education requirements may substitute additional experience in public administration or related field on a year for year basis). Two (2) years of government experience related to technical, clerical experience in assisting professional staff in the purchase of equipment and supplies, or in maintaining purchasing records. Incumbent must have the ability to comprehend and apply statutory and regulatory requirements to public contracting; ability to establish and maintain working relationships with vendors, fifty division contracts and end users. Incumbent must have the ability to work under pressure with multiple tasks and deadlines. Incumbent must possess Registered Public Procurement Specialist (RPPS) certification or in the process of completing requirements within two (2) years. Excellent communication, written, oral and solid customer service skills, as well as the ability to effectively communicate with County officials and vendors/contractors. Incumbent must be detail oriented and able to work with various filing systems. Possess proficiency in Microsoft Office Suite.</i></p>	13C	<p><b>\$38,570</b> <b>\$48,213</b></p> <p>(35 hours) E</p>	<p>8/25/2017</p> <p>CLOSING DATE 10/27/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>MENTAL HEALTH CENTER</u></b>	<p><b><u>Licensed Mental Health Practitioner</u></b>      <b><u>0006161904B</u></b></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 &amp; 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 &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) N</p>	<p>7/28/2017</p> <p>CLOSING DATE 10/27/2017</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>Full Time - RN Flex evening shift ~ Every other weekend</p>	<p>12/30/2016</p> <p>CLOSING DATE 10/27/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>TRANSPORTATION</u></b>	<p><b><u>Transportation Passenger Scheduler</u></b>      <b><u>0006831794A</u></b></p> <p>Position Summary: Position performs duties assigned by the Transportation Director and/or other Division Managers to ensure the day to day functions related to passenger trip scheduling are performed in a professional, timely and courteous manner. Position performs client intake and scheduling functions as necessary for the continuous operation of this division in meeting passenger demand; intakes may pertain to/but not limited to therapy, nutrition, medical appointments and demand response trips. Position schedules and processes consumer/passenger requests for transportation using a computerized scheduling and dispatching program. Position interacts daily with consumers, passengers including those with special needs and drivers regarding service issues and other items as it relates to operating a system of 400,000 plus trips per year. Incumbent must relate in a professional, knowledgeable and compassionate manner to all consumers, passengers and other employees within the division as this position will require daily interaction to complete required duties. Position manages 75 to 100 telephone contacts daily and the related scheduling of passenger trips. Position must be able to use a two way radio to provide passenger information to the road staff. Position performs initial client record inputs for new clients to the para-transit system. Position performs client record updates for all client files to ensure accurate billing, address and emergency contact information. Incumbent must be able to address customers in a kind and courteous manner even under difficult and demanding situations. Incumbent must be able to read a map to determine appropriate scheduling of trips and all returns in a timely and efficient manner. Position provides assistance to drivers in using the tablets used to display daily vehicle manifests using the GPS functionality of the PTMS scheduling package will reassign daily trips to the most appropriate vehicle to maximize customer convenience.</p> <p><i>Requirement: High school diploma or equivalent and a minimum two (2) years of office or transportation call center related experience. Incumbent must be sufficiently proficient in written and spoken English so as to interact with passengers, staff and/or law enforcement in the event of an emergency. Must have 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. Must possess excellent interpersonal communication and work skills given that this position has daily interaction with representatives of the general public, county divisions, private agencies and private non-profit agencies. Must have strong customer service skills and/or be able to establish and maintain an effective professional relationship with our diverse passenger base and enforce county policies regarding the safe and efficient transportation of passengers. This position under Federal Transit Administration guidelines is classified as "Safety Sensitive" and is subjected to FTA Drug &amp; Alcohol regulations and testing; acceptance of employment contingent upon the results of a pre-placement drug screen.</i></p>	08A	<p><b>\$31,360</b> <b>\$39,200</b></p> <p>(40 hours) N</p>	<p>9/29/2017</p> <p>CLOSING DATE 10/27/2017</p>
			<p>Must be available between the hours of 8:00 am &amp; 6:00 pm</p>	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>PUBLIC SAFETY RADIO</u></b>	<p><b><u>Dispatcher II</u></b></p> <p>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.</p> <p>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.</p> <p><i>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.</i></p>		<p><b>\$42,600</b></p> <p>(40 hours) N</p> <p>Creating applicant pool</p>	8/11/2017

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>MENTAL HEALTH</u></b>	<p><b><u>Psychiatrist I</u></b></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 &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>		<p><b>\$195,000</b></p> <p>(37.5 hours) E</p>	<p>10/13/2017</p> <p>CLOSING DATE 10/27/2017</p>



DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<b><u>NUTRITION</u></b>	<p><b><u>Senior Center Associate II/Floater</u></b>      <b><u>0006867777X</u></b></p> <p>Responsibilities: Incumbent will be responsible for various functions to support six senior wellness centers and the Nutrition and Health Administrator programmatic needs. Incumbent will be assigned to one of six senior centers (daily/weekly or monthly) and will perform and/or assist different job titles on a continuous basis to ensure the smooth function of County operated senior center to which they are assigned. Incumbent ensures that the food, food handling practices and facility cleanliness meet health, food safety and program policy standards. Incumbent will provide information to clients to assist in the day-to-day functioning of the senior center and responds to client and/or food service emergencies. Incumbent plans, coordinates, implements and evaluates a wide range of activities, programs, events and community service initiatives that help to educate, promote wellness and motivate clients toward healthy behaviors. The incumbent's information and assistance about responsibilities include the provision of community based services, marketing, report preparation required for Federal/State/County funding, records maintenance, quality assurance activities and emergency preparation tasks/response activities to address building and client emergencies. The employee promotes a positive senior center environment by treating fellow workers, volunteers, senior center guests and all work related contacts with respect and courtesy.</p> <p><i>Requirements: Associate Degree in Social Services, Recreation, Health or Geriatric related field; experience planning &amp; executing events &amp; activities; excellent decision making, time management and organizational skills; ability to work effectively as part of a team; experience in problem solving and ability to resolve issues by applying knowledge of policies/procedures; detail oriented and ability to produce accurate work; ability to prioritize tasks to result in smooth operations; ability to multi task in a direct service environment; exceptional communication and interpersonal skills; ability to read, write, understand and communicate clearly in English; ability to communicate effectively with diverse clientele; public speaking experience; Computer Literacy (Word, Excel/PowerPoint); intermediate math/clerical skills; ability to pass state or local food handlers' training tests; ability to pass Office on Aging &amp; Disability Services tests on Nutrition Program policies and procedures (Passing score = 80); Valid NJ driver's license and ability to travel independently to various work locations as assigned; during staffing or other emergencies, travel may be required with little to no advance notice.</i></p> <p><i>Preferred: Bilingual (Spanish, Mandarin, Hindi); Food Service experience/ServSafe Certified/ability to pass state and local food safety/sanitation tests; Experience planning &amp; executing events &amp; activities; Experience working with older adults; Customer Service experience</i></p>	AA	Up to 29 Hrs per week; \$20 to \$21.40 Hr. (based on experience)	9/29/2017
<b><u>PUBLIC SAFETY RADIO</u></b>	<p><b><u>Electronic Technical Assistant - PT</u></b>      <b><u>0003857777V</u></b></p> <p>Position Summary: Incumbent will assist in the collection, processing and distribution of requests for information and data including but not limited to Discovery Requests, OPRA requests, CAD reports and requests pertaining to investigations or incidents and other duties as assigned.</p> <p>Responsibilities: Position will assist in the collection of requests for data, including but not limited to CAD and audio files; properly documenting said requests; searching for and downloading data requested from various recording systems. Position will be responsible for creating and archiving said files in various media formats; creating and generating necessary documentation as needed in regard to recordkeeping and record retention and performs other tasks as assigned.</p> <p><i>Requirements: High School Diploma or equivalent; familiarity and/or a background in law enforcement or emergency services dispatching experience. Must be able to work independently; ability to comprehend, interpret and evaluate relevant information from various types of source materials and record and archive it accordingly. Must have the ability to document and archive information from physically or emotionally distressed individuals. Must be able to maintain confidentiality in regards to sensitive material; must be able to participate in legal proceedings if required in regard to work produced. Ability to read, write and speak English sufficiently to perform the duties of the position.</i></p> <p><i>Employment is contingent upon passing a criminal background check and a drug screen.</i></p>	AA	\$25.00 an hour - No benefits	10/13/2017