

NOTICE OF JOB VACANCY

DEPARTMENT: Human Services

DIVISION: Individual & Family Support Services

TITLE: Community Service Worker (Alliance Coordinator)

BRIEF DESCRIPTION OF POSITION: Eligible candidate to work a full-time, day-time position. Under direction, develops, negotiates & implements subcontracts/programs with Municipal Alliance programs in Union County. Prepares quarterly programmatic reports, fiscal expenditures & processes vouchers. Monitors program performance thru review of quarterly/internal monitoring reports. Provides service linkages. Processes vouchers and conducts follow-up. Program planning, performance analysis and budgeting for specific grant; does related work as required within the unit/division. Work a standard 7-hour workday, but must be willing to put in extra hours when necessary, in order to meet deadlines or oversee program activities.

EXPERIENCE/EDUCATION:

- Extremely organized, detail-oriented, time management, and patient.
- Experience working with the public and those outside the County.
- Knowledge of working with Excel: creating templates, spreadsheets, and creating/modifying formulas.
- Knowledge and understanding of substance use Prevention and Early Intervention
- Bachelor's Degree from an accredited college.

SALARY: \$39,215 - \$58,823

ISSUE DATE: 7/27/2022

CLOSING DATE: 8/10/2022

AUTHORIZED SIGNATURE: _____

PRINT NAME: Debbie-Ann Anderson **TITLE:** Director, Dept. of Human Services

INTERESTED APPLICANTS MAY SEND RESUME TO: hsresumes@ucnj.org

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UNION COUNTY RESIDENCY REQUIRED.