

## NOTICE OF JOB VACANCY

**DEPARTMENT:** Human Services

**DIVISION:** Individual & Family Support Services

**TITLE:** Mental Health Administrator (Director, Office on Behavioral Health and Substance Abuse)

**BRIEF DESCRIPTION OF POSITION:** Eligible candidate to work a full-time, day-time in-office position. Under direction, supervises the Behavioral Health and Substance Abuse unit, which is inclusive of the Municipal Alliance program, Alcohol grants, the Intoxicated Drivers Resource Center, as well as overall planning and administration of the County's Mental Health system of care. Monitors program performance thru review of quarterly/internal monitoring reports. Provides service linkages. 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.

**EDUCATION/EXPERIENCE:**

- Bachelor's Degree from an accredited college/university in Psychology, Public Administration, Social Work, Public Health, Hospital Administration or Nursing. Completion of a Master's Degree from an accredited college/university in any of the above is *strongly* preferred.
  - Four (4) years of responsible supervisory and/or administrative experience in organizing, developing, budgeting, directing, planning and coordinating programs or activities in the field of behavioral health, mental health, social services or health. Clinical experience helpful.
    - A Master's Degree may substitute one (1) year of experience.
- Licensed Clinical Social Worker (LCSW) or Licensed Social Worker (LSW) preferred.
- Extremely organized, detail-oriented, time management, and patient.
- Knowledge of working with Excel: creating templates, spreadsheets, and creating/ modifying formulas.
- Knowledge and understanding of the field of behavioral health / Substance Abuse.
- The position will require person to become a certified Disaster Response Crisis Counselor (DRCC) Counselor within a reasonable time.

**SALARY:** \$59,646 – \$89,467

**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](mailto:hsresumes@ucnj.org)

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UNION COUNTY RESIDENCY REQUIRED.