

NOTICE OF JOB VACANCY

DEPARTMENT: Human Services

DIVISION: Individual & Family Support Services

TITLE: Program Coordinator (Community Service Worker)

BRIEF DESCRIPTION OF POSITION: Eligible candidate to work a full-time, day-time in-office position. Under direction, responsible for supporting the operation of the Intoxicated Driver Resource Center (IDRC) which serves as an evaluation/mandated intervention curriculum for drivers convicted of operating motor vehicles under the influence of intoxicating liquor or drugs and monitors clients for compliance with court-ordered alcohol/substance use counseling, screening and education on both individual and group formats based on tools and regulations provided by the New Jersey Department of Human Services/Division of Mental Health & Addiction Services (DMHAS). 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:

- Graduation from an accredited college or university with a Bachelor' degree in Social Work, Psychology, or related behavioral health field.
- MUST have experience (1-2 years) working with individuals with substance use disorders and mental health conditions. Experience or personal interest working with substance use population.
- Clinician with Certified Alcohol and Drug Counselor (CADC) or CADC Intern preferred but not required. A copy/proof of certification.
- Knowledge of Federal/State/Local laws, confidentiality procedures/statutes and regulations regarding the IDRC program ambulatory and residential treatment and the disease of substance abuse addiction are preferred but not required.
- Extremely organized, detail-oriented, and patient.
- Knowledge of working with Excel: creating templates, spreadsheets, and creating/ modifying formulas.
- MUST have a valid NJ driver's license.
- Bilingual required.

SALARY: \$45,155 - \$67,736

ISSUE DATE: NOV-29, 2022 **CLOSING DATE:** Dec. 12, 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.