



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Substance Abuse Counselor 2, Mental Health/Alcoholism Services [Classified Competitive]</b>			Salary <b>R22 \$62,836.72 - \$89,042.11</b>
Posting Number <b>95-24</b>	Position Number <b>097344</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/12/2024</b> To: <b>03/26/2024</b>
Location: <b>Special Treatment Unit 15 Paddock Street Avenel, NJ 07001</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
Under the direction of a Program Coordinator (Mental Health/Alcoholism Services) or other supervisory officer in psychiatric facilities under the direction of the Division of Mental Health and Hospitals, Department of Human Services, acts as a case counselor or primary treatment therapist or supervises the work of a small group of lower grade counselors and does varied tasks involved in assisting clients suffering from mental illness and alcoholism to make the most satisfactory social and emotional adjustments possible; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does related work as required.			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>CERTIFICATION:</b> Applicants must possess a certificate as a Certified Alcohol and Drug Counselor (CADC), issued by the Board of Marriage and Family Therapy Examiners, New Jersey Division of Consumer Affairs, Department of Law and Public Safety. Applicants who possess the credentials as a Licensed Clinical Alcohol and Drug Counselor (LCADC) are considered to have met the above certification requirements.</p> <p><b>EXPERIENCE:</b> Two (2) years of experience in mental health or alcoholism counseling or social work having the responsibility for gathering and analyzing social or health information from clients, the determination of their needs and the planning and carrying out of a treatment plan geared to the needs of individual clients, one (1) year of which shall have included direct experience with persons addicted to alcohol in an alcohol treatment, prevention and/or rehabilitation program.</p> <p><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PST.AKFC@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Cheryl V. Manson, Manager 2, Human Resources Ann Klein Forensic Center</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul>			



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Reference Posting #95-24  
New Jersey Department of Health  
PO BOX 7717  
West Trenton, NJ 08628-7717

*\* Responses received after the closing date MAY  
be considered if the position is not filled.*



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(SAME) Applicants:**

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**PHEL Candidates:**

If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.

**Direct Client Care:**

If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.

**New Jersey  
First Act:**

In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

**Resume Note:**

Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**