



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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

Title <b>Instructor Counselor [Classified Competitive]</b>			Salary <b>P18 \$52,513.10 - \$74,057.84</b>
Posting Number <b>255-24</b>	Position Number <b>various</b>	Number of Positions <b>5</b>	Posting Period * From: <b>04/11/2024</b> To: <b>04/25/2024</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>

### GENERAL DESCRIPTION

Under supervision in a state department, institution, or agency, holds formal and informal classes and discussions concerned with human relationships, personality, and the social and other factors affecting behavior to further the social adjustment, education, or reeducation of inmates, patients, or clients, and/or provides same with occupational, vocational, or educational counseling and instruction which may include teaching basic skills and concepts or instructing them in adaptive independent living skills; adjusts the content and level of counseling and instruction to suit the functional level of inmates, patients, or clients; does related work.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Five (5) years of professional experience in counseling, teaching, and/or guidance in an organized education program.

OR

Graduation from an accredited college or university with a Bachelor's degree; and one (1) year of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

#### LICENSE:

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 essential duties of the position.

### IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PST.AKFC@doh.nj.gov**
- Mail the required documents to:  
**Cheryl V. Manson, Manager 2, Human Resources  
Ann Klein Forensic Center**

#### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>



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**Reference Posting #255-24**  
**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.**