State of New Jersey
Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	416-24	ISSUE DATE:	9/5/2024	CLOSING DATE:	9/19/2024

TITLE:	Program Coordinator Mental Health		

LOCATION:	Division of Mental Health and Addiction Services Office of Community Services Northern Region Office, 100 Hamilton Plaza, Paterson, NJ 07505	RANGE:	P26
		SALARY:	$78,024.71 - $111,000.80
		UNIT SCOPE:	K950

OPEN TO:	Current _NJ State Employees_ with Underlying Permanent Status

DESCRIPTION

DEFINITION:	Under the limited supervision of a supervisory official in a state department, institution, or agency, is responsible for assisting team leaders, and/or may act as a team leader; develops and coordinates the planning, and implementation of specific care, custody, and rehabilitation services for a group of patients and/or unique programs, within a section, unit, level, or department; promotes the concept of a functional unified level of services, normalization and advocacy; does other related duties as required.
NOTE:	

REQUIREMENTS

EDUCATION:	Graduation from an accredited college or university with a Bachelor's degree in Social Work, Social Case Work, Vocational Rehabilitation, Guidance and Counseling, Psychology, Nursing, Pastoral Counseling, Special Education, Art, Music, Art Therapy, Music Therapy, Social Science, Education, Sociology, Occupational Therapy or Recreation.
EXPERIENCE:	Three (3) years of experience in mental health in the field of social case work, vocational rehabilitation, guidance and counseling, psychology, nursing, pastoral counseling, education or other related allied fields.
NOTE:	A Master's degree in any educational area specified above may be substituted for one (1) year of experience.
LICENSE:	Appointees 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.

IMPORTANT NOTICES

NOTE FOR FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
RESIDENCY:	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
NOTE:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * _Telework_: This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process. * _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: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: DHS-HRAdmin.Resumes@dhs.nj.gov
You **must** include the Job _**Posting #**_, and _**Last Name**_ in the subject line of your email. **Example: (123-22, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer