

# New Members Welcome!

**New Jersey  
Division of Mental Health and Addiction Services'**

## Citizens Advisory Council



***Providing assistance to the  
Division of Mental Health and Addiction Services to  
ensure a consumer-informed system of care***

An invitation for New Jersey consumers and citizens to:

\* represent the voices of New Jersey residents who are at risk for, struggling with, or otherwise affected by the chronic disease of addiction

\* support education, prevention, intervention, treatment, and recovery from alcohol, drug, and other addictive disorders

- support and advocate for the elimination of stigma often attached to addiction by the addicted, their family members, and the community

# Applications due: Open Enrollment

## \*\* Frequently Asked Questions \*\*

**Q: Who is eligible to apply?**

**A: Citizens of NJ whose lives have been affected by the chronic disease of addiction and who express interest and demonstrate commitment to the CAC Mission and Values Statement.**

**Q: How do I apply?**

**A: Please complete the attached application and email to [Sandra.Snell@dhs.nj.gov](mailto:Sandra.Snell@dhs.nj.gov). Applications are accepted at any time as this is an open enrollment process. (See “Procedure to Apply” section of application, pg.6)**

**Q: What is expected of members?**

**A: Attend monthly meetings. Join committees and work groups. Participate in discussions & decisions. Represent voices of consumers in events. Fulfill all member responsibilities (see page 4).**

**Q: When will I find out if I have been accepted to the CAC?**

**A: A notice will be emailed to you within 6 weeks.**

**Q: If accepted, when do I start?**

**The CAC meets every 3<sup>rd</sup> Thursday from 12:00pm – 1:00pm. All new members identified through this application process are expected to attend an orientation meeting which immediately follows our regularly scheduled monthly meeting. You will be notified in advance of both meetings.**

**Q: Who do I contact for more information or if I have a question?**

**A: *CAC Membership Contact Person:***

**Tonia Ahern                      609-374-2526                      [tahern1128@gmail.com](mailto:tahern1128@gmail.com)**

***DMHAS Staff:***

**Sandy Snell                      609-438-4319                      [sandra.snell@dhs.nj.gov](mailto:sandra.snell@dhs.nj.gov)**

# Citizen's Advisory Council Roles and Responsibilities

## **Mission:**

DMHAS, in partnership with consumers, family members, providers and other stakeholders, promotes wellness and recovery for individuals managing a mental illness, substance use disorder or co-occurring disorder through a continuum of prevention, early intervention, treatment and recovery services delivered by a culturally competent and well trained workforce.

## **Values Statement:**

The CAC believes:

- In the rights of all citizens to access and receive quality prevention, treatment, recovery and support services without stigma;
- In quality, holistic, comprehensive, affordable, client-centered treatment services within a continuum of care that recognizes the need for life long management;
- In encouraging informed consumer choice, and
- That our collective voices are integral to DMHAS in fulfilling its mission.

## **Purpose:**

DMHAS is accepting applications for individual New Jersey residents who are interested in participating as members on its internal Citizens' Advisory Council (CAC). Members will represent the various and diverse interests, issues and perspectives of consumers of substance abuse prevention, intervention, treatment and recovery services, including the families, and others who are thereby affected. Members may serve less than a two-year term, depending upon when members are selected to join the CAC. The Council will function as a resource to the Division through which to communicate and collaborate with consumers in fulfilling its mission of developing and sustaining a system of client-centered care.

The CAC will work in tandem with other established consumer advisory vehicles throughout the State that share common interests and concerns.

## **Responsibilities:**

Members will be responsible to:

- Know and support the CAC's mission and goals, and be familiar and comply with the CAC's policies and by laws;

- Form or strengthen linkages and relationships with other, unique and diverse consumer constituents/cies and represent these voices as a council member;
- Work as part of larger team;
- Represent and respect all communities equally;
- Foster a climate that promotes active participation by all members;
- Take an active role in CAC projects or tasks;
- Mentor new members and/or be mentored by veteran members;
- Prepare for each meeting by reading relevant materials ahead of time;
- Be respectful of differing opinions;
- Suggest agenda items as appropriate to ensure that significant matters are addressed;
- Comply with meeting attendance requirements by attending and participating in monthly meetings and/or teleconferences and on subcommittees, trainings, and events as necessary;
- Consult in the development of client-centered policies and procedures;
- Provide recommendations to improve current practices, and
- Disclose fully and truthfully conflicts of interest prior to discussions or votes on relevant CAC issues in accordance with the by laws.

**Individuals who may apply:**

- Any person who is a citizen of the State of New Jersey.
- Persons with experience either as a consumer, provider or family member of an individual in recovery or struggling with addiction.
- Former applicants to the CAC who were not chosen or whose applications were not received on time in order to be eligible for review.
- Persons who work for addictions-funded agencies or programs and/or who serve on the Board of Directors of addictions-funded agencies are eligible for membership on the CAC. There are no restrictions on the membership of persons who also serve on other advisory boards or committees, as long as those roles

are voluntary and do not include financial responsibilities for a program, agency or organization.

**Qualifications needed for consideration:**

- Demonstration of the broadest possible combination and range of “consumer” experiences, perspectives and knowledge.
- Through experience, knowledge, passion and commitment; demonstration of the ability to represent multiple, diverse, “consumer-specific” interests, issues, and perspectives.

**NJ Division of Mental Health and Addiction Services**

**Citizens Advisory Council**

**Name:**

**Address:** \_\_\_\_\_ **Phone** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

**Affiliation with any type of state/county funded agency: Y/N**

**Representative Group (please check all that apply)**

- Individual who uses or has used substances
- Individual who has a diagnosis of a substance use disorder/co-occurring disorder
- Family Member affected by substance use disorder
- Other \_\_\_\_\_

**The CAC seeks diversity in perspective and experience amongst its members.**

**Indicate any perspective and/or experience you would bring to the Council.**

**Please select which groups (if any) you identify with below.**

- Prevention       Treatment       Recovery Services
- Veteran Services       Law enforcement/Criminal Justice/Juvenile Justice
- Other \_\_\_\_\_

**The CAC member meetings are held monthly via TEAMS.**

Yes I can attend       I can attend at least 4 times/year       No I cannot attend

**Briefly describe how your interest and lived experience will further the goals of the NJ citizens Advisory Council:**

---

---

---

---

---

---