



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

November 18, 2020
NOTICE OF JOB VACANCY
#SUP 01-20P

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements specified below:

TITLE: Coordinator New Jersey State Police Employee Assistance Program

SALARY: \$71,858.95 - \$102,317.02

LOCATION: Division of State Police
Office of Employee & Organization Development
210 South Broad Street
Trenton, NJ 08625

NUMBER OF VACANCIES: One (1)

DUTIES: Under the direction of the Administrative Officer, Division of State Police, manages and conducts clinical functions of the New Jersey State Police Employee Assistance Program; a program of diagnostic and referral services, to provide assistance to members and their significant others who are experiencing personal problems, including: alcoholism, drug misuse, mental health disorder, legal, financial, gambling, marital, and in similar problems areas; does related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in counseling, educational psychology, guidance psychology, social welfare and social work.

EXPERIENCE: Six years of professional experience in a public or private organization concerned with providing social services or related drug and/or alcohol treatment. Three years of this experience shall have been supervising persons in helping professions, including one year of program development and implementation; administration and grant writing.

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 the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. 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 will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #SUP 01-20P and current resume before the closing date of December 2, 2020 to:

NJSPResumes@njsp.org

-OR-

Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply. The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

