

**NEW JERSEY ASSOCIATION ON CORRECTION  
JOB POSTING**

<b>Job Title</b>	<b>Reports to:</b>	<b>FLSA Status:</b>	<b>Department:</b>	<b>Level:</b>
<b>Program Supervisor</b>	Director of Victim Services	Exempt	<b>PCWC – Outreach/PALS</b>	PROFESSIONAL <b>III</b>
<b>If interested please submit your application to:</b>				
<b>Quarticha Perkins, Director of Victim Services</b> <b>Email: <a href="mailto:qperkins@njaconline.org">qperkins@njaconline.org</a></b>				

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to:

Provide overall direction and coordination of clinical services for Clients of to the New Jersey Association on Correction Passaic County Women’s Center. Supervise all coordinators and case managers as it relates to all mental health and clinical issues. Provide periodic reports and coordination with other staff throughout NJAC.

Insure that services meet all appropriate professional standards, licensing/certification and grant conditions, requirements. The Program Supervisor is also responsible for assuring that PCWC programs and services are culturally proficient for the African American, Hispanic, and other local populations served.

Assist case managers and coordinators in establishing a plan of care and/or contribution to an existing plan to insure that the client has access to all appropriate available services. Provide direction to staff regarding client diagnostics and care etc.

Assist individuals in identifying their need for domestic violence and sexual assault services.

Provide counseling and services to clients in need of higher level of care as needed.

Provide community education and support outreach. Make visits and presentations to various groups and organizations throughout the community.

Assist and coordinate PCWC fund development, fundraising and donor relations activities.

Research, develop and distribute promotional materials and information that assist client in making positive decisions towards living violence free.

Insure that all records are maintained in accordance with NJAC and grant requirements  
 Insure that staff is fully trained at identifying client needs; developing safety plans; providing individual, group, and family counseling; monitoring client progress; making appropriate referrals; and maintaining proper case documentation and records.

A thorough knowledge of causes and effects of domestic violence/sexual assault and the methods and techniques of professional counseling is essential.

Provide consultation and guidance to line staff in addressing client management, crisis intervention, and emergencies to insure adherence to professional standards and policies.

Provide Quality Assurance through chart review; facilitate peer review and related activities to insure quality of services.

Provide Clinical Supervision for staff and eligible Interns

***Supervisory Responsibilities:*** This position has managerial responsibility, including conducting and/or participation in performance appraisals, assist in the recruitment, hiring and training of case management staff, and the authority to recommend action for line staff level employees.

### **EDUCATION/EXPERIENCE:**

The successful candidate should be a Licensed Social Worker with at least 3 years of experience. Other professionals with at least a master's degree in a related field and appropriate experience will be considered. Bachelor's Degree and extensive experience will also be considered. Individuals who have or are in the process of obtaining New Jersey's Domestic Violence Specialist Certification through The NJ Association of Domestic Violence Professionals (NJADVP) will be given priority.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **GENERAL SKILLS & REQUIREMENTS:**

Proficiency in written and verbal communication is required.

Attendance and participation in staff meetings and supervisory conferences throughout NJ is also required.

The ability to observe and follow established administrative procedures.

Valid operators' license; ability and willingness to travel off site.

Flexible work schedule.

### **COMPUTER SKILLS:**

Strong computer skills required, including Windows and Microsoft Office products.

**ASSOCIATION PHILOSOPHY:**

All Association employees must be committed to the New Jersey Association on Correction's philosophy:

To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislations and rehabilitative programs.

The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.

Position subject to criminal background check.