



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
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Lt. Governor

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COLONEL PATRICK J. CALLAHAN
Superintendent

November 6, 2024
NOTICE OF JOB VACANCY
#SUP 02-24P

Opportunities currently exist within the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements listed below:

TITLE: Coordinator, NJSP Employee Assistance Program

SALARY: \$81,688.72 - \$116,313.16 (NL ww)

LOCATION: Administration Section
The Office of Employee Assistance
Trenton, Newark & Buena Vista, NJ

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.

*Preference will be given to candidates who poses the following: CEAP (Certified Employee Assistance Professional) certification Master's degree in disciplines outlined in Requirements or related fields.

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: 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.

RESUME NOTE: Eligibility determinations will be based upon information presented in the 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.

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: SAME Program (nj.gov), or call CSC at (609) 292-4144, option 3.

If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of November 19, 2024 to:

NJSPResumes@njsp.gov

-OR-

*Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068*

The New Jersey Division of State Police 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.



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