



## State of New Jersey

Office of the Attorney General  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
Youth Justice Commission  
P.O. Box 107  
Trenton, New Jersey 08625-0107

Philip D. Murphy  
Governor

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Lt. Governor

Jennifer LeBaron, Ph.D.  
Executive Director

May 8, 2025  
**NOTICE OF JOB VACANCY**  
**YJC #072-25**

An opportunity currently exists in the career service title with the Department of Law and Public Safety, Youth Justice Commission, for applicants who meet the requirements indicated below:

**TITLE:** Substance Abuse Counselor 1

**SALARY:** \$54,351.06 to \$76,649.82

**LOCATION:** [Youth Justice Commission](#)  
Albert Elias RCH  
279 4<sup>th</sup> Street  
Bordentown, NJ 08505

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of a Supervising Substance Abuse Counselor or other supervisory official in the Youth Justice Commission works to provide intake, assessment, counseling, outreach, and aftercare counseling services and documents accordingly. Does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/63114.htm](http://info.csc.state.nj.us/jobspec/63114.htm)

### **REQUIREMENTS**

**CERTIFICATION:** Applicants must possess a certificate as a Certified Alcohol and Drug Counselor (CADC), issued by the Board of Marriage and Family Therapy Examiners, New Jersey Division of Consumer Affairs, Department of Law and Public Safety.

**NOTE:** Applicants who possess the credentials as a Licensed Clinical Alcohol and Drug Counselor (LCADC) are considered to have met the above certification requirements.

**EXPERIENCE:** One (1) year of experience in counseling or social work having responsibility for gathering and analyzing social or health information from clients, the determination of their needs, and the planning and carrying out of a treatment plan geared to the needs of individual clients.

**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 determination 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 may result in your ineligibility.

This position may be eligible to telework for up to two (2) days a week as part of the JJC's Pilot Telework Program as authorized by Civil Service Commission (CSC)

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at 609-292-4144, option 3.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement YJC #072-25, a copy of your CADC or LADC Certificate, and a current resume to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov) on or before the closing date of **May 22, 2025**.

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.

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

