

DEPT: PUBLIC SAFETY & HEALTH
OFFICE: HEALTH SERVICES
DIVISION: CENTER FOR EMPOWERMENT
POSITION TITLE: **ARTS & WELLNESS PROGRAM COORDINATOR
(GRANT-FUNDED)**

Middlesex County is seeking an Arts and Wellness Program Coordinator to join its Office of Health Services within the Center for Empowerment.

Located in Edison, the mission of the Middlesex County Center for Empowerment is to support and empower survivors and significant others affected by sexual violence, and to help eliminate all forms of sexual violence through community awareness and education.

This position functions as coordinator for all program activities including recruitment and communication with consultants and volunteers; planning of creative therapy sessions and workshops with volunteers and consultants; purchase of materials; advertisement; and client intake and communication. Fulfills the role of case manager for clients, which will include working with clients to identify needs and connect with appropriate resources and referrals, as well as following up with contact for continued services as needed.

- Full time - 35 hours per week
- Sessions to be conducted virtually or in-person from the office.
- Clinical supervision is provided at no cost to the employee.

Job Functions and Duties:

- Coordinate the development and implementation of the Arts and Wellness program plan and reports within established time frames.
- Plan and facilitate creative group therapy and workshop sessions
- Demonstrate competency in the knowledge, skills, and attitudes necessary to meet clients' psychological and social needs, including through an intersectional lens
- Conduct therapeutic interviews to assist clients to gain insight into personal problems, define goals, and determine appropriate programmatic referrals based on their interest, abilities, and needs.
- Document all client contact in client record in a timely manner according to established policies.
- Interact professionally and respectfully while maintaining and ensuring HIPAA, ethical standards, and professional boundaries with all staff and clients.
- Supervision of volunteers and non-professional staff answering the hotline and providing accompaniments to police stations and hospitals

- After hours on rotating schedule.
- Answering hotline and providing accompaniments to police stations and hospitals as needed.
- Performs other related duties as assigned or requested

Qualifications:

- **Master's degree in Mental Health Counseling, Social Work or related field; and**
- **New Jersey licensure in good standing: Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), LSW, LAC or Licensed Psychologist preferred.**
- **Ability to work some evenings and weekends**
- **Flexibility in working with wide range of diverse clients**
- **Commitment to an understanding of oppression and trauma coupled with personal reflection on racism and racial privilege**
- **Previous experience working with sexual violence or trauma preferred**
- **40+ hour Confidential Sexual Violence Advocate training (will be provided by the program if needed)**
- **Bilingual is a plus**

The County of Middlesex is an equal opportunity employer. Applicants from all races, age, gender, physical abilities, socioeconomic backgrounds, cultures, and sexual orientations are encouraged to apply.

This is a grant-funded position.

Annual Salary Range: \$59,000 - \$63,000

Please send resume to Jeanne Manchin Wong at
Jeanne.manchin@co.middlesex.nj.us