

RECRUITMENT EVENT WITH:

Kwenyan and Associates

200 Main Street, Flemington, NJ

Intensive/Outpatient Mental Health Program (Children, Adolescents and Adults).

Hiring for: Outpatient Mental Health Therapist (NLx29785518)

- Full-time position, up to 40 hours per week, paying between \$43,000-\$45,000 DOE.
- Master Degree, Mental Health Counseling, plus 3 years' experience.
- Clinical Supervision hours toward full license.
- Annual Professional Development Trainings and CEUs

Position Summary: The overall responsibilities of this position is to support patient's well-being by providing mental health assessments, diagnoses and treatments; providing resources; collaborating with referral sources and related treatment providers, educating families; and maintaining patient records.

Hiring for: Van Driver/ Van Aide (NLx29785531)

- Full-time position, up to 40 hours per week, paying \$13.50-\$15/hr. DOE.
- High School Diploma/GED, plus 7 years' experience, valid NJ Driver License, experience transporting patients.
- Safety recognition, awards and incentives.
- On the job training, room for advancement within the company.

Position Summary: Drivers are responsible for safely transporting patients (Children, adolescents and adults) from their destinations (home, school, programs, etc.) on time and brought to the office, and thereafter transport them back to their destinations, while adhering to federal, state and local traffic laws, as well as the agency's policies and procedures.

Hiring for: Administrative Assistant/ Receptionist

- Full-time position, up to 40 hours per week, paying \$30,000 to \$32,000/year DOE. 3 years' office experience required.
- Ability to prioritize competing tasks, adapt to changing needs of the office & employees, be flexible while providing assistance to multiple departments, exercise patience & customer service, maintain poise while greeting guests & representing the face of agency.
- Strong interpersonal communication and organizational skills along with time management.
- Proficient in Microsoft suite, basic computer technical support knowledge
- Spanish-speaking a plus
- Knowledge of small business a plus
- Must have the ability to multi-task and work independently in an occasionally busy environment
- On the job training, room for advancement within the company.

Position Summary: Provide administrative assistance to the President/CEO: Administrator, Provide general administrative and office services; Greets visitors & clients, answer phones and screens callers; Manage Weekly Staff Schedule and Attendance; Serve as recording secretary; etc.

Benefits: Medical, dental and vision insurance after 90-day probation period, 401(k) after 1 year with the company, holiday pay after probation period (must have worked 90 days), paid vacation time after 1 year with the company, supplement retirement income.

Hunterdon One Stop

6 Gauntt Place, Flemington –
Building #2, Lower Level Conference Room

Friday, February 21st at 10am – please be on time!

RSVP to Jessica.Johannesen@dol.nj.gov to reserve a seat at this event. If you are interested in receiving additional information on recruitment events, employment opportunities and workshops text **OneStop** for 56512.