

**DEPARTMENT OF LAW AND PUBLIC SAFETY  
JUVENILE JUSTICE COMMISSION**

**Substance Abuse Treatment, Counseling and Services**

The Juvenile Justice Commission is seeking eligible applicants to provide substance abuse services in its community programs and secure care facilities.

**Overview**

The Juvenile Justice Commission (the Commission) is the single agency of State government with centralized authority for planning, policy development and provision of services in the juvenile justice system. The Commission's three primary responsibilities are the care, custody, and rehabilitation of juvenile offenders committed to the agency by the courts; the support of local efforts to provide services to at risk and court involved youth; and the supervision of youth on juvenile parole.

The Commission operates both secure facilities and residential group homes. Secure facilities are staffed by civilian and law enforcement personnel and provide a full range of services including, but not limited to education, vocational programming, counseling and medical services. Residential community homes (RCH) offer a less restrictive environment and are staffed by trained civilian staff. Each secure facility and RCH provides a full education curriculum aimed at the pursuit of a high school diploma or GED; various recreational activities; and instruction in life skills, health, and nutrition. Post-release planning and comprehensive individual re-entry plans are developed for each resident to help with his or her transition from a Commission program to his or her home community.

Based upon identified needs and the availability of funding, the Commission may contract with individuals and/or agencies to provide substance abuse services in its community programs and secure care institutions.

**Application submission:**

Interested individuals are to submit a cover letter and resume to be kept on file at the Commission. Eligible applicants will be contacted as opportunities become available. The cover letter and resume must minimally provide:

- A valid email address;
- A valid telephone number;
- The counties in which applicant would be willing to provide services;
- Detail relative to experience working with an adolescent population;
- Detail relative to experience working with a substance abuse population;
- The education level completed and/or degree(s) obtained; and
- Information relative to all applicable licenses and certifications (including the Certified Alcohol and Drug Counselor) currently held.

**Applicant minimal conditions:**

- Must be available for an in-person interview as part of the application process;
- Must be available to begin providing the prescribed services within 30 calendar

- days of notice of the contract award;
- Must be available to provide the prescribed services during evening hours and some weekends;
- Must submit to a criminal background check prior to being approved by the Commission to perform services under the terms of the contract;
- Must agree to reporting requirements as indicated by the Commission;
- Must be in good standing with all State and Federal agencies with which they have had a grant or contractual relationship, and
- Must not be debarred or suspended from doing business with any unit of government.

### **CURRENT FUNDING OPPORTUNITIES:**

The Commission is currently soliciting applicants to provide an average of 20 hours of substance abuse services per week, including evenings and one weekend day. Services include providing individual, family and group counseling to program residents and providing input in case planning, case conferences and case management activities. The applicant must be a *Certificated Alcohol and Drug Counselor (CADC)* or *Licensed Certificated Alcohol and Drug Counselor (LCADC)* with a current, valid certificate issued by the State Board of Marriage and Family Therapy Examiners.

Allowable expenses include billing for a per hour rate of \$35.00 for each hour of service delivered by a CADC and \$40.00 for each hour of service delivered by a LCADC. All awards will be made based upon the allocation and availability of sufficient funds. Award extensions may be available based upon successful completion of the contract objectives and future funding availability. Extensions beyond the stated time period may be for services at other Commission locations.

### **Application submission:**

Cover letters, resumes and documentation containing the information outlined above must be submitted via email attachments to:

[Altavese.Cook@njjc.org](mailto:Altavese.Cook@njjc.org), Office of Substance Abuse

**Cover letters and resumes of eligible applicants will be kept on file and applicants may be called for an interview should substance abuse service needs dictate.**