

**POSITION TITLE: TREATMENT COORDINATOR  
(NJ GEARS MONITOR)  
(PART TIME – HOURLY)**

**SUPERVISED BY: Prevention & Treatment Administrator**

**SUPERVISES: As Needed**

**DATE APPROVED: August 18, 2023**

**EXEMPTION STATUS: Exempt**

**Position Responsibilities:**

1. Collect contract documents for all sub-contracted CCGNJ treatment providers and maintain files.
2. Provide NJ GEARS training to new treatment providers.
3. Work with treatment providers surrounding their performance of clinical assessments, development of treatment plans, referrals for continued clinical care and/ or related treatment issues, which may arise.
4. Facilitate quarterly meetings of treatment providers. Prepare agenda, schedule Zoom meeting, send notices to providers and lead meetings.
5. Work with treatment providers regarding NJGEARS; communicate problem areas to CCGNJ's IT staff to resolve issues.
6. Represent CCGNJ on task forces, committees and coalitions and advocate on CCGNJ's behalf {e.g., Association for Professionals Treating Problem Gambling (APTPG)}; continuously provide information to these groups regarding CCGNJ's services and importance of recognizing problem and disordered gambling as a treatable illness as directed by the Prevention & Treatment Administrator and Executive Director.
7. Maintain knowledge of current problem and disordered gambling issues.
8. Oversee all aspects of the virtual 30-hour CCGNJ gambling training/training platform and make any necessary adjustments when needed, coordinate supervision with BACC Supervisor and Network Providers.
9. Be available to conduct problem and disordered assessments when requested.
10. Perform other related duties as assigned.

**Position Requirements:**

1. Minimum Bachelor's Degree
2. Possess a CADAC or equivalent credential with 3yr clinical experience.
3. Possess the International Gambling Counselor Certification (ICGC) or International Co-Occurring Gambling Specialist (ICOGS) certification or in progress of obtaining.
4. Computer literate (Microsoft Office, Outlook). Familiarity with GEARS or willingness to learn.
5. Ability to multi-task.

**Current CCGNJ Network Providers (Who Intend to Remain in the Network) & Their  
Employees are Not Eligible to Apply**

**Please send cover letter and resume to: [alice@800gambler.org](mailto:alice@800gambler.org) by October 31, 2023**