

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA**

The Township of Gloucester solicits statements of qualifications for applicants for appointment to the following professional position – Professional Substance Abuse Advocate for the Gloucester Township Court and the Gloucester Township Police Department. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the Office of the Township Clerk, P.O. Box 8, 1261 Chews Landing Road, Blackwood, NJ 08012, no later than 12:00 PM Wednesday May 28, 2014. The Township requires two copies of each response as well as one response on disc. All responses shall be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the remainder of the calendar year - 2014 and subject to the execution of an appropriate contract

**Township of Gloucester  
RFQ/RFP Substance Abuse Advocate**

Professional Substance Abuse Advocate for the Gloucester Township Municipal Court and the Gloucester Township Police Department.

The Township of Gloucester is seeking proposals from qualified licensed professionals to provide information only regarding substance abuse treatment programs and services to defendants in Municipal Court as well those who are referred by members of the Gloucester Township Police Department. The selected professional shall provide the minimum services to “clients”, the Township of Gloucester, and the Gloucester Township Municipal Court as set forth below. A client shall include any defendant in the Municipal Court who may need information regarding substance abuse care, or any person seeking information regarding substance abuse care for him or herself or for another person from the Gloucester Township Police Department or another police agency.

The selected service provider shall provide the minimum services:

1. An advocate who will:
  - a. Provide information regarding available substance abuse services to clients in Camden County and the surrounding geographical area.
  - b. Collect client demographic information in an effort to assist in determining available resources and funding options.
  - c. Utilize nationally practiced evidence based screening tools to determine if clients are in need of an in depth assessment. Such screening shall include, but are not limited to, the use of the CAGE, CASSIE, and MAST screening tools.
  - d. Act as a communication link and advocate between the court and the client to include tracking the client care from the intake process to completion whenever possible.
  - e. When requested and if directed by the Chief of Police, coordinate or assist with development and facilitation of a support group for loved ones of those suffering from addiction.

2. The selected service provider must have the following qualifications at a minimum:
- a) Provide the advocate who must have a minimum of a Bachelor's degree.
  - b) Provide the advocate who must be licensed as a Certified Drug and Alcohol Counselor by the State of New Jersey
  - c) Provide the advocate who must have a minimum of one year experience as a service provider in "Drug Court" of the Superior Court of the State of New Jersey
  - d) As an agency, possess knowledge about the funding resources that are available to clients.
  - e) Experience in taking demographic information so that they may assess the clients finance, living situation, and legal problems so that they may better connect client with the funding streams that are available.
  - f) Possess working knowledge regarding services that are available through the state to help people that are in need of substance abuse treatment. This will include knowing the intake numbers of residential and outpatient programs so that they may link client to the services that best suits their needs.
  - g) Be proficient in using evidence based screening tools so that they may be able to know if clients are in need of a more in depth assessment. This is using but not limited to using the CAGE, CASSIE and MAST.
  - h) As an agency have a minimum of three years experience as a service provider with "Drug Court" of the Superior Court of the State of New Jersey.
  - i) As an agency have experience in case management - i.e., going through the process of getting clients into treatment and navigating through the referral process and having the information ready for the referral agency.
  - j) Have the ability to coordinate the communication between the courts and the treatment providers.
  - k) Have the ability to track client care from the intake process to completion.
- Scope of Services:

The provider will deliver such services for a total of between 200-600 hours per year averaging 6-12 hours per week and will provide the hourly rate for delivering such services. Exact hours will be determined by the Chief of Police in consultation with the Gloucester Township Municipal Court. The scope of services and payment for such services by the Township of Gloucester shall be limited solely to advocacy and not substance abuse or mental health treatment.