

**WARREN COUNTY DEPARTMENT OF HUMAN SERVICES
DIVISION OF ADMINISTRATION**

ADDRESS: 1 Shotwell Drive
Belvidere, NJ 07823

PHONE: (908) 475-6331
(908) 475-6332

FAX: (908) 475-6206

EMAIL: HumanServices@co.warren.nj.us

WEBSITE: www.co.warren.nj.us/humanservices/admin.html

HOURS: Monday - Friday 8:30 a.m. - 4:30 p.m.

FEES: None

DESCRIPTION OF SERVICES

The Division of Administration is responsible for centralizing programmatic, fiscal, personnel and administrative functions for the entire Department. The Division strives to coordinate and enhance the efficiency and effectiveness of the Department's operating structure. This is accomplished by improving internal operations, enhancing service coordination, strengthening administrative processes, and maximizing resources.

This Division is charged with awarding contracts for county, state or federal funds to human and social service providers through a competitive contract process. Each year, over \$4 million is allocated to a variety of community-based programs serving the most needy and vulnerable Warren County residents. Examples of programs include substance abuse treatment, education and prevention programs, mental health treatment programs, human service programs, transportation, and youth service programs. Residents of all ages are served.

Volunteer advisory boards, councils and committees provide a way for the public to participate in the county's decision making process on important human and social service programs. Advisory group members are comprised of community residents, family members, consumer advocates, public and private organizations. Within the Division of Administration, the following advisory groups are represented: the Warren County Human Services Advisory Council (HSAC), Mental Health Board (MHB), Local Advisory Committee on Alcoholism and Drug Abuse (LACA/DA), Youth Services Coordinating Council (YSCC), and the Transportation Advisory Council (TAC).