

Please Post

22 July, 2015

NOTICE OF VACANCY

TITLE: HUMAN SERVICES AIDE

JOB STATUS: Part time 25 hours/week

LOCATION: 83 Spring Street, Suite 203
Newton, NJ 07860

DEPARTMENT/DIVISION: Department of Human Services
Division of Social Services

DATE OF VACANCY: Currently open

STARTING SALARY: CWA 1083 Job Range 08 ~\$12.68 to \$23.02

CLOSING DATE FOR APPLICATIONS: August 1, 2015

TENTATIVE START DATE: To be determined

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

JOB DUTIES:

Under direct supervision of a Human Services Specialist 4 or other supervisor in a County Welfare Agency, while receiving formal and inservice training, assists the Human Services Specialists in the performance of specific duties on a paraprofessional level which includes determination of eligibility for financial assistance in accord with rules and regulations promulgated by the New Jersey Department of Human Services; does other related duties as well.

RETURN COMPLETED APPLICATIONS (or RESUME) TO

(Standard County Application Form is located at the following address or www.sussex.nj.us):

COUNTY OF SUSSEX
Sussex County Administrative Center
Office of Employee Services
One Spring Street,
Newton NJ 07860