

## **Please Post**

30 September, 2015

### **NOTICE OF VACANCY**

TITLE: HUMAN SERVICES AIDE

JOB STATUS: Full time 35 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 ~\$23,161 to \$42,066

CLOSING DATE FOR APPLICATIONS: October 10, 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](http://www.sussex.nj.us)):

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