

Please Post

28 October, 2019

NOTICE OF VACANCY

TITLE: HUMAN SERVICES AIDE

JOB STATUS: Part time 25 hours/week

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

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

SALARY RANGE: \$13.04 to \$23.68

CLOSING DATE FOR APPLICATIONS: November 7, 2019

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

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.