

# **Please Post**

31 January, 2019

## **NOTICE OF VACANCY**

TITLE: SOCIAL SERVICE AIDE

JOB STATUS: Part time 25 hours/week (2 positions available)  
Temporary/Seasonal Appointments

LOCATION 83 Spring Street, Suite 203, Newton NJ 07860

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

RATE: \$12.00 hour

CLOSING DATE FOR APPLICATIONS: February 10, 2019

TENTATIVE START DATE To be determined

### MINIMUM 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.

#### **Knowledge and Abilities:**

Ability to understand and carry out oral and written instructions and assignments. Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

### JOB DUTIES:

Under direct supervision, performs paraprofessional work involving the clarification of agency policies relating to the particular needs of the client, and assists clients in obtaining available services; does related work as required.

***RETURN COMPLETED APPLICATIONS TO*** (on Standard County Application Form):

***COUNTY OF SUSSEX***  
*Office of Employee Services*  
One Spring Street  
Newton, NJ 07860