

# **Please Post**

25 January, 2021

## **NOTICE OF VACANCY**

TITLE: HUMAN SERVICES AIDE

JOB STATUS: Three positions available;  
Full time 35 hours/week  
Part time 25 hours/week  
Part time 28 hours/week

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

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

STARTING SALARY: \$25,907. annually/ \$14.18 hour

CLOSING DATE FOR APPLICATIONS: February 4, 2020

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 in-service 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

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.