

# Please Post

September 7, 2022

## NOTICE OF VACANCY

**TITLE:** HUMAN SERVICES AIDE

**JOB STATUS:** Part Time 28 Hours/Week

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

**STARTING SALARY:** \$15.09

**CLOSING DATE:** Until Filled

**START DATE:** To Be Determined

### **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. Specific job duties to include customer service. Good communication and organization skills with ability to work well with others. Ability to manage multiple databases and data input.

### **MINIMUM REQUIREMENTS:**

#### **LICENSE:**

Appointee 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.

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### ***RETURN COMPLETED APPLICATIONS AND RESUME TO:***

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

Office of Employee Services  
Sussex County Administrative Center  
One Spring Street  
Newton NJ 07860

Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

Fax: 973.579.0355

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.