

Please Post

June 19, 2024

NOTICE OF VACANCY

TITLE: **PROGRAM DEVELOPMENT AIDE COMMUNITY SERVICE**

JOB STATUS: Part Time On Call

DEPARTMENT/DIVISION: Health and Human Services
Senior Services

STARTING SALARY: \$21.11/Hour
(CWA8, 0007)

CLOSING DATE: Until Filled

START DATE: To Be Determined

JOB DUTIES:

Under direction, performs routine repetitive and noncomplex field and office planning work involved in the establishment and monitoring of social service programs designed to meet the needs of the community; collects and compiles data to be utilized in the preparation and conducting of surveys, and assists in transposing statistical and other data into visual or report form; does related work as required.

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.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

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

Email: 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.