

# **Please Post**

April 13, 2022

## **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

DATE OF VACANCY: Currently open

STARTING SALARY: \$15.09/hour

CLOSING DATE FOR APPLICATIONS: To be determined

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.

#### ***RETURN COMPLETED APPLICATION (and 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  
Office of Employee Services  
One Spring Street Newton, NJ 07860  
Fax: 973-579-0355  
Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

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; does other related duties as well.