

Please Post

July 24, 2024

NOTICE OF VACANCY

TITLE: HUMAN SERVICES SPECIALIST 2

JOB STATUS: Part Time – 25 Hours/week

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

STARTING SALARY: \$22.16 (CWA 9, 54-32)

CLOSING DATE: August 4, 2024

START DATE: To Be Determined

JOB DUTIES:

Under the supervision of a designated supervisor in a welfare agency, does the field and office work involved in the collection, recording, analysis, and evaluation of data, to include the employability, the medical status and the physical or mental health of applicants/clients, for the purpose of determining applicants'/clients' eligibility for program services; analyzes information on forms, applications and other financial assistance documents for completeness and accuracy; negotiates with absent parent to arrange a voluntary consent support agreement; conducts initial assessment of applicants employability and makes appropriate referrals; provides information to families and individuals to achieve self sufficiency through employment opportunities and/or child support services; duties performed involves more discretion and independent judgment than those performed by the Human Services Specialist 1; does other related work.

MINIMUM REQUIREMENTS:

EDUCATION:

Sixty (60) semester hour credits from an accredited college or university.

EXPERIENCE:

One (1) year experience involving any combination of the following: securing/verifying information and making determinations or recommendations relating to eligibility or qualifications of applicants for loans, insurance, credit, employability, and/or job training services, or entitlements to cash awards, financial benefits or adjustment and settlement of insurance claims; investigations involving the collection of facts and information by observing conditions, examining records, interviewing individuals, and preparing investigative reports of findings; or investigating, establishing and/or enforcing support obligations in a welfare board or agency, court system or related agency.

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.