

Please Post

August 6, 2024

NOTICE OF VACANCY

TITLE: HUMAN SERVICES AIDE

JOB STATUS: Part Time 28 Hours/Week

DEPARTMENT/DIVISION: Health and Human Services
Social Services

STARTING SALARY: \$16.54/Hour (CWA3, 61-32)

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.

Candidates must have exceptional customer service skills. Job duties will include interacting with the public, working at the front reception desk, answering the agency telephone lines, and handing out food for the Food Pantry. Candidates must be team oriented, have the ability to handle difficult situations, and work under pressure.

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.