ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 01/05/24
Closing Date: 01/24/24

TITLE: Human Services Aide

SALARY: $35,500
Hours: 40 ___ 35 X

DEPARTMENT: Family & Community Development
Union X Mgmt ___

LOCATION: Atlantic City
NJCSC Test Required: Yes __ No X
Grant Funded: Yes __ No X

DEFINITION

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; does other related duties as well.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

04352- Bilingual in Spanish and English.

SPECIAL SKILL
Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

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 essential duties of the position.

EXAMPLES OF WORK

Interviews applicants and makes telephone and written inquiries to establish needed background information.

Arranges for medical examinations and ascertains that appointments are kept and results reported.
Makes home visits to observe conditions.

Develops pertinent information on applicants' circumstances and needs.

Maintains records of facts on individual cases.

Prepares recommendations and submits reports.

May assist Human Services Specialists where necessary in their work, determining basic eligibility and extent of financial need and in clarification and verification of data obtained from clients and other pertinent sources.

Prepares correspondence relative to establishing verification of applicants' statement of financial need.

Identifies instances of possible financial resources and assists clients in identifying and establishing eligibility for benefits from agencies such as Employment Security, Social Security, and Veterans' Administration, and refers clients to appropriate agency.

Responds to complaints relative to financial eligibility.

Provides assistance to clients in filling out necessary papers to expedite processing of applications for financial assistance.

Exercises independent judgment as far as selecting methods or procedures to help accomplish assigned tasks.

May rely on resource material, handbooks, and manuals to aid in accomplishing assigned tasks.

Prepares reports.

Maintains records.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of problems of economically and culturally disadvantaged persons after a period of training.

Knowledge of financial assistance programs and regulations after a period of training.

Knowledge of available community financial resources after a period of training.

Ability to perform elementary arithmetical computation.

Ability to establish relationships of mutual trust and respect with clients, business persons, employers, and others, especially with disadvantaged peoples of varying ethnic and social backgrounds.

Ability to interpret and clarify simple basic agency policies.

Ability to understand and follow oral and written instructions and to work independently on assignments.

Ability to work cooperatively with agency staff.
Ability to learn to interview individuals and provide information in accord with prescribed procedures.

Ability to prepare simple factual reports of a financial nature.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at http://www.atlantic-county.org/
Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401
- We are an Equal Opportunity Employer -