



BERGEN COUNTY BOARD OF SOCIAL SERVICES

INTERNAL/EXTERNAL POSTING

TO: All Staff

FROM: Ritzy Morales-Diaz

DATE: August 3, 2022

**RE: Human Services Aide Bilingual Spanish
part-time position - 25 hours weekly, no health/medical benefits**

Salary Range: \$31,461 - \$44,024

The **Bergen County Board of Social Services** is seeking a **part-time Human Services Aide Bilingual in Spanish** for our **Interviewing Department**. This position is open to both internal and external candidates and includes a twenty-five (25) hour, five (5) hours per day, five (5) day work week with no health/medical benefits. Internally eligible are: part-time Clerk 1's, part-time Keyboarding Clerk 1's and part-time Record Support Technician 1's.

All candidates must be fluent in Spanish (reading and writing) for consideration.

Bergen County residents are preferred.

Definition:

Under direct supervision of a Human Services Specialist 4 or another 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 Para-Professional level which includes determination of eligibility for financial assistance in accord with rules and regulations promulgated by the NJ Department of Human Services; does other related duties as well.

Examples of Work:

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

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 relatives 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.

Requirements:

A minimum of 2 years of solid administrative experience. Proficient using MS Office: Word, Excel, PowerPoint. Strong inter-personal communication skills.

For the full details and duties of this title, the job description for the **Human Services Aide Bilingual Spanish** is located on the New Jersey Civil Service website: www.state.nj.us/csc.

Candidates must submit their resume **no later than 4:00pm on Friday, August 19th, 2022**

(Anyone under consideration for hire must be fully vaccinated for Covid-19 and show proof.)

Resumes will only be accepted **via email** at: personnel@cbss.com.

No telephone calls, please.

The Bergen County Board of Social Services is an Equal Opportunity / Affirmative Action employer. As such, the Agency is required by Federal/State legislation to provide equal employment opportunities for all applicants without regard to race, religion, national origin, gender, age or disability.