



BERGEN COUNTY BOARD OF SOCIAL SERVICES

EXTERNAL/INTERNAL POSTING

TO: All Staff

FROM: Ritzy Morales-Diaz

DATE: January 11, 2023

**RE: Three (3) Part Time - Human Services Aide positions - 25 hours weekly,
no health/medical benefits**

External Starting Salary: \$33,376

Internal Salary Range: \$33,376 - \$46,705

The **Bergen County Board of Social Services** is seeking three (3) **part-time Human Services Aide** to work in various departments in the agency. 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.

Bilingual in Spanish is a plus.

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 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.

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** is located on the New Jersey Civil Service website: www.state.nj.us/csc, or you may contact the Personnel office, ext. 4212.

Candidates must submit their resume via email **no later than 4:00pm on Friday, January 20th, 2023.**

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

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

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.