



BERGEN COUNTY BOARD OF SOCIAL SERVICES

INTERNAL / EXTERNAL POSTING

TO: All Staff

FROM: Ritzy Moralez-Diaz

DATE: May 5, 2023

RE: *Five (5) - Human Services Aide – Full Time*
Salary Range: \$46,727 - \$65,387

The Agency has an immediate need for five (5) **full-time Human Services Aide** to serve in the Customer Service and Processing units.

This is an internal promotional opportunity for those eligible employees with a minimum of one (1) year of experience in the titles of: **part-time Human Services Aide, full-time Clerk 1, full-time Keyboarding Clerk 1 or full-time Records Support Technician 1.**

Bergen County Residents preferred.

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 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.

For the full details, duties and the job description of this title, **Human Services Aide**, you may call the Personnel office or you may visit the New Jersey Civil Service website: www.state.nj.us/csc.

Those employees interested in applying for this position must submit their resume via email no later than 4:00pm on Wednesday, May 17, 2023.

External candidates must submit their resume via email no later than 4:00pm on Friday, May 19, 2023.

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

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.

Job File