



# PASSAIC COUNTY BOARD OF SOCIAL SERVICES

Talisa A. Coleman  
Director

## INTERNAL/EXTERNAL POSTING

**TO:** All Staff  
**FROM:** Thania Melo  
**DATE:** August 9, 2022  
**RE:** Human Services Aide full-time position – 35 hours per week  
**Salary Range:** \$40,360 - \$42,581

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The Passaic County Board of Social Services is seeking full-time Human Services Aides for our Interviewing Department.

This position is open to both internal and external candidates and includes thirty-five (35) hours, seven (7) hours per day, and five (5) day work week with health/medical benefits. Passaic 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 4 in the performance of specific duties on a Para-Professional level which includes 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 were necessary for 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 with relatives to establish verification of applicants' statements 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 agencies.
- Responds to complaints relative to financial eligibility.

FIELD OFFICE:  
114 Prospect Street  
Passaic, NJ 07055-4092  
(973) 470-5038

MAIN OFFICE:  
80 Hamilton Street  
Paterson, NJ 07505-2060  
(973) 881-0100

BRANCH OFFICE  
1237 Ringwood Avenue  
Haskell, NJ 07420-1539  
(973) 839-5705



**Requirements:** A minimum of 2 years of solid administrative experience.

**Proficient using MS Office:** Word, Excel, PowerPoint. Strong interpersonal 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](http://www.state.nj.us/csc).

Candidates must submit their resume no later than **4:00 pm on Friday, August 26th, 2022**

Resumes will only be accepted via email at: email [personnel@pcbss.org](mailto:personnel@pcbss.org)

**No telephone calls, please.**

The Passaic 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.*

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