

Human Services Aide (Full Time)

Location: New Brunswick, NJ

Job Description

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.

Responsibilities:

- 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.
- Provides assistance to clients in filling out necessary documents to expedite processing of applications for financial assistance.
- Exercises independent judgement as far as selecting methods or procedures to help accomplish assigned tasks.

Qualifications:

Education: Associate's or Bachelor's degree preferred

Experience: Prior customer service experience desired. Experience working for a government agency, non-profit, or social service organization is ideal, but not required.

Language: Strong need for candidates who are bilingual in the following languages: Spanish, Arabic, Hindi, Gujarati and Urdu.

To apply: Email your resume and cover letter to HRDepartment@mid-boss.com

Benefits

Competitive benefits include flexible schedule, a pension plan, on-site wellness coaches, and health and dental insurance. The agency also promotes a healthy work-life balance with generous vacation, sick, and holiday leave.

The Middlesex County Board of Social Services is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, protected veteran status, disability status or any other characteristic protected by law.