



# CITY OF PERTH AMBOY

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## Job Posting

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**TITLE:** Community Service Aide PT

**SALARY:** Minimum \$15 Hourly Rate

**DATE POSTED:** July 9, 2021

**DEADLINE:** July 16, 2021

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The City of Perth Amboy is looking for an individual to fill a Part-time position of Community Service Aide.

**Job Description:** Under supervision, performs a variety of routine field and office work involved in community-oriented programs such as housing, urban renewal, education, welfare, unemployment, and crime prevention; interviews community residents and assists them in obtaining government aid and support services, or makes referrals to other agencies; does other related duties as required.

**Requirements:** Knowledge of the procedures, policies, programs, and resources of local community agencies after a period of training. Knowledge of the problems encountered by community-oriented programs. Ability to identify the needs of residents and the community as a whole and to identify resources to meet those needs. Ability to collect and make correct appraisals of factual information regarding individuals and families.

*This position is open to all residents of the City of Perth Amboy who meet the eligibility requirements.*

Please submit a cover letter and resume to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or fax to (732) 826-1160 by **July 16<sup>th</sup>, 2021**.

**POSTED AT:** ALL DEPARTMENTS

*Equal Employment Opportunity Employer*