



CITY OF PERTH AMBOY

Job Posting

TITLE: Community Service Aide PT

SALARY: Minimum \$15 Hourly Rate

DATE POSTED: July 16, 2021

DEADLINE: July 23, 2021

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 23rd, 2021**.

POSTED AT: ALL DEPARTMENTS

Equal Employment Opportunity Employer