



CITY OF PERTH AMBOY

External Job Posting

TITLE:	Social Service Assistant
SALARY:	\$44,898 Minimum Salary
DEPARTMENT:	Office of Housing and Social Services
DATE POSTED:	April 13, 2022
DEADLINE:	April 27, 2022

The City of Perth Amboy is looking for an individual to fill a full-time position of Social Service Assistant within the Office of Housing and Social Services.

Job Description: Under direction, performs paraprofessional work involved in the operations of a social service program; gathers and records significant social, financial, and pertinent information about their clients and/or implements selected aspects of the program; does other related duties as required.

Requirements: Knowledge of general office procedures. Ability to work with Microsoft Office applications. Perform supportive social services for clients and establishes rapport and proper verbal and written communication skills to interact with them. Organizational skills and attention to detail. Excellent interpersonal skills with the ability to manage sensitive and confidential situations.

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

Please submit a cover letter, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or email to employment@perthamboynj.org by **April 27th, 2022**.

POSTED AT: ALL DEPARTMENTS

Equal Employment Opportunity Employer