



COUNTY OF HUNTERDON

Hunterdon County - Department of Human Services

Division of Social Services

Job Vacancy: Family Service Worker

Full Time 35 hours per week - Contractual Salary \$38,000

Excellent opportunities for applicants to serve the public as Family Service Workers. Successful candidates will receive training in the skills necessary to aid clients in determining needs that will meet for individual or family support. Determines eligibility for public assistance programs and other related services. Will prepare information and collect supporting documentation to certify and verify applications for assistance. Will prepare case summaries and follow up to assure client needs are met. May collaborate with public and private partners to assist clients in identifying additional sources of support and needed resources. Additional examples of work include but are not limited to the following:

- Interview's clients, family members, and or referral sources to obtain information about the client's resources and needs.
- Contacts and maintains cooperative relationships with private and other public agencies in support of client well-being and quality of life.
- Will develop a working knowledge of community resources available to clients.
- Works as part of a team to effectively support the needs of all clients.
- Interviews and interacts with persons of various backgrounds.

Requirements: This position **requires** graduation from an accredited college or university with a Bachelors' s Degree. **Substitution for Education:** Applicants who do not have the required degree may substitute relevant experience on a year for year basis. That experience includes working with clients gathering social and other information in support of need determinations including but not limited to entitlements, treatment plans, service referrals. This experience may have been in a public or private setting. **Bilingual skills are a plus.**

<https://info.csc.state.nj.us/jobspec/05592.htm>

To Apply: Please submit a Cover Letter, Resume, and County Employment Application:

HUMAN RESOURCES DEPARTMENT
71 MAIN STREET, 1ST FLOOR
PO BOX 2800
FLEMINGTON, NJ 08822

TELEPHONE: (908) 788-1114

FAX: (908) 806-4236

E-MAIL: PERSONNEL@CO.HUNTERDON.NJ.US



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<http://www.co.hunterdon.nj.us/pdf/jobapp.pdf>

The County of Hunterdon offers excellent health and dental benefits, paid leave time and eligibility for the New Jersey Public Employee Retirement System.

Send to: Hunterdon County Human Resources via email personnel@co.hunterdon.nj.us or US Mail to 71 Main Street, PO Box 2900, Flemington NJ 08822

**This position is covered by the New Jersey Civil Service Commission and will require a successful application, examination, and working test period post-hire.*

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