



Township of Lakewood Employment Opportunity

COMMUNITY SERVICE AIDE (Part-time/Per diem)

The Township of Lakewood is seeking a part-time/per diem Community Service Aide for its Code Blue Program. Primary responsibility of the Community Service Aide is ensuring safe, clean, and professional operations are provided to those in need of temporary shelter from the elements.

Description:

This is a per diem position for the Township's Code Blue program, a temporary emergency shelter, that is located in the Lakewood Community Center and is open during periods of freezing temperatures. Candidates must be available nights, weekends and holidays. The hours are shift based.

The Aide will be responsible for:

- Monitoring of all clients in shelter and adherence to rules and policies.
- Communicating with staff regarding client issues, behaviors, etc.
- Providing items to clients as directed by supervisor.
- Noting and reporting maintenance concerns to supervisor.
- Maintaining organization and cleanliness of shelter, restrooms, locker, food, & outdoor areas.
- Completing all requested communication and reports accurately and in a timely manner.
- Completing all shifts and related documentation accurately and in a timely manner.
- Completing other duties as assigned.

Requirements:

- Ability to establish and maintain professional boundaries in working with clients.
- Ability to work independently or in a team.
- Demonstrate a positive attitude, self-motivation, organization and resourceful. .
- Ability to negotiate different personalities.
- Must be prompt and dependable.

Salary Range: \$10/hour

Benefits: Sick time accrual in accordance with NJ Sick Leave Law

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



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To apply: Please mail or email an application and/or resume with the "Community Service Aide" in the subject line to the attention of :

Director of Human Resources
Township of Lakewood
231 Third Street
Lakewood, New Jersey 08701
hr@lakewoodnj.gov

Posted: October 29, 2019

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