



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.



Township of Lakewood Employment Opportunity

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

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

Posted: November 21, 2018

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You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

COMMUNITY SERVICE AIDE

DEFINITION:

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.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

01314 - Bilingual in Spanish and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Assists in gathering/disseminating community relations information and aids in making community residents aware of existing programs available to them in areas such as housing, urban renewal, education, welfare, unemployment, and crime prevention.

Assists in the implementation and delivery of community-oriented service programs which benefit community residents.

Meets with residents to help determine their home, financial, and social conditions which might qualify them for assistance with various agencies/programs.

May set up appointments for residents with appropriate public or private agencies.

May attend community meetings or help organize community residents to work together to deal with specific community concerns.

May disseminate information on various community-oriented agencies.

Refers information to appropriate agencies regarding needs for new/altered programs for community residents.

Conducts surveys, gathers data/information, and projects anticipated problems concerning activities and changes in the community.

Prepares reports.

Keeps essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

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 work harmoniously with associates, families, individuals, and other agencies or organizations.

Ability to collect and make correct appraisals of factual information regarding individuals and families.

Ability to prepare clear, sound, accurate, and informative reports.

Ability to maintain essential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
01313		L	N		N/A	01		-
01314	Bilingual In Spanish And English	L	N		N/A	01		-

This job specification is for **local** government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.