

# ***FAMILY SERVICE***

# **JOB POSTING FORM**

DATE: June 23, 2010

PROGRAM: PACE – Specialized Foster Home Program

JOB TITLE: Program Aide

SCHEDULE AVAILABLE: As Needed

**PRIMARY**

FUNDING SOURCE: Division of Children & Families

QUALIFICATIONS: High School Diploma; Experience in social service field a plus; Must possess valid NJ driver's license.

COMPETENCIES: Ability to communicate effectively with co-workers and consumers. Maintain the highest level of confidentiality. Maintain appropriate documentation. Ability to be flexible and work independently.

RESPONSIBILITIES: Under the supervision of a Program Supervisor, the Program Aide will provide various duties and support based upon their credentials and qualifications. Responsibilities could include, but are not limited to:

- Providing safe transportation for consumers and biological families
- Mentoring
- Facilities maintenance and cleaning
- Providing or assisting group/individual activities
- Foster home recruitment and/or regulation compliance
- General office duties
- Set up and/or breakdown for foster family events
- Assist with additional duties as needed

PERSON TO CONTACT: Deb Wolff, Program Supervisor, Email: DebW@famserv.org

OFF SITE FACILITY LOCATION: Various locations through Southern New Jersey and Mercer County

Family Service considers applicants for all positions without regard to: race; color; religion; sex; national origin; age; sexual orientation; marital or veteran status; the presence of a medical condition, or handicap, unrelated to performing the tasks of the job; or any other legally protected status.