

May 3, 2022

BERGEN COUNTY SPECIAL SERVICES

ANNOUNCEMENT: POSITION OPENING

The Board of Education is seeking applications for the 2021-2022 school year for the following position:

**ADULT SERVICES ASSISTANT
(12 Months – Non-certificated)
PARAMUS ADULT TRAINING CENTER**

Qualifications:

1. High School diploma.
2. Experience and training necessary to work with adults with disabilities.
3. Must be able to perform physical work and help with direct personal care assistance, which may require frequent bending and lifting.
4. Assist adults with disabilities in areas related to independent living skills, work readiness skills, advocacy, adaptive behavior and social skills.
5. Experience and training in day program and/or community settings – preferred.
6. Strong interpersonal and communication skills.
7. Must be computer literate.
8. DDD mandated trainings including CPR.
9. New Jersey residence with one (1) year from date of hire.

Applicants for this position are asked to submit a letter of interest with a current resume to:

Gary P. Hall
Director of Human Resources
Bergen County Special Services
540 Farview Avenue
Paramus, NJ 07652
Fax: 201-265-5785 or e-mail: jeafor@bergen.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please post from May 3, 2022 through May 17, 2022

GPH/jf

c: Presidents, Employee Associations

PCN# 05-23-32/bpf