

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN T – 2 (Repost)

POST DATE: September 10, 2021

DEADLINE DATE: September 22, 2021

If interested, apply online at www.employment.pa.gov.

For assistance applying, or with questions, please contact Cindy at 610-824-7830.

POSITION: Aging Care Manager I (Civil Service Position)

DEPARTMENT: Area Agency on Aging

RATE OF PAY: \$14.69 per Hour

HOURS WORKED: 8:00 – 4:30; 37 ½ hour work week

QUALIFICATIONS:

A. EDUCATION/TRAINING:

A bachelor's degree which includes or is supplemented by 12 college-level credit hours in sociology, social welfare, psychology, gerontology or other related social sciences; or three and one-half years of experience as an Aging Case Aide and 12 college-level credits hours in sociology, social welfare, psychology, gerontology or other related social sciences; or any equivalent combination of experience and training which includes 12 college-level credit hours in sociology, social welfare, psychology, gerontology or other related social sciences.

OVERALL OBJECTIVE OF JOB: To learn the process of providing care management, to determine program eligibility and prescribe appropriate services to meet clients' in home needs. This is a trainee position only for a minimum of 6 months.

ESSENTIAL FUNCTIONS OF JOB:

1. Performs home services visits and determines need and eligibility for community-based services with aid of a senior staff member
2. With aid of a supervisor, performs comprehensive needs assessment and develops comprehensive service plan.
3. Interprets the program, policies and procedures to individuals, groups and agencies and assists elderly population with completion of applications and forms.
4. Performs specialized care management in one or more specialized program areas of PS, CSP, and OPTIONS with the aid of a supervisor and/or senior staff member.
5. Coordinates and monitors available services for clients and interacts with County and outside agencies and acts as a client advocate in all matters. This is performed under the direction of a supervisor.
6. Assumes intake duties on rotating basis. Includes receipt of Reports of Need for protective service.
7. With the close supervision, preforms reassessments and care management service deliveries. Determines consumer eligibility for various programs and gathers required documentation.
8. Prepares assessments, care plans, service plans, writes letter, makes reports and maintains records under the aid of a supervisor.
9. Travels to areas that may not be accessible by public transportation as necessary to meet and/or assist clients and obtain or arrange needed services.
10. Learn to refer to other agencies' for appropriate sources of assistance and completes/reviews property tax/rent rebates, PACE, Fuel assistance, etc.
11. Maintains proper documentation and consumer files.
12. Ability to effectively and accurately communicate both orally and in writing.
13. Attends meetings, training, and seminars, as necessary.
14. At direction of supervisor represents the Agency at speaking engagements, community events and activities.
15. Performs other job-related duties as required.
16. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
17. Must possess good communication and interpersonal skills.
18. Must possess a valid Pennsylvania driver's license and/or daily access to reliable transportation throughout the County to complete comprehensive assessment in client homes.
19. Must possess the ability to make independent decisions when circumstances warrant such action.
20. Must possess some knowledge of the medical concerns and related treatments and practices regarding the aging process.
21. Must possess some knowledge and ability to counsel elderly and to work in crisis situations.
22. Must possess knowledge of community resources and the ability to interact effectively with them on clients' behalf.

Supervision Received:

Receives daily training, instruction and supervision from Supervisor in regard to daily work duties.

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BULLETIN T2 (Repost)

POSITION: Aging Care Manager I (Area Agency on Aging)

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of social casework and methods.
2. Knowledge of current social, economic and health problems.
3. Knowledge of individual and group behavior.
4. Ability to plan and organized work, prepare adequate records and reports, set priorities and learn to maintain a client caseload in an effective and timely manner.
5. Ability to understand and accept the needs and rights of others and work with adults who are physically, mentally, emotionally disabled or economically disadvantaged.
6. Ability to adequately express ideas orally and in writing and to interpret laws and regulations.
7. Ability to establish and maintain effective working relationships with clients, other members of the staff, outside agencies and institutions and the general public.
8. Ability to maintain agency confidentiality standards.

WORKING CONDITIONS:

1. Works indoors in limited workspace, adequate lighting, but with fluctuations in temperatures and ventilation.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions when in the office.
3. Normal indoor office exposure to dust/dirt.
4. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.
5. Periodically works on call or on as-needed basis.
6. Works frequently in clients' homes and is exposed to smoke and other environmental odors, fleas, unsanitary conditions, poorly maintained steps, unknown diseases, occasional volatile family situations, or other unanticipated conditions.

PHYSICAL REQUIREMENTS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of driving, standing, walking, bending, carrying, and reaching as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out essential job duties.
4. Sedentary work with occasional lifting/carrying of objects with weights between ten and twenty pounds.
5. Must demonstrate emotional stability.
6. Must be able to move frequently throughout the workday.
7. Must be able to pay close attention to details and accuracy and concentrate on work and needs of clients. Must be able to communicate those details accurately both orally and in writing.

AN EQUAL OPPORTUNITY EMPLOYER