

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

**BULLETIN N – 2 –REPOST**

**POST DATE:** September 4, 2020

**DEADLINE DATE:** September 17, 2020

If interested, apply online at [www.employment.pa.gov](http://www.employment.pa.gov).

**POSITION:** Aging Care Manager II (Civil Service Position)

**DEPARTMENT:** Area Agency on Aging

**RATE OF PAY:** \$15.26 per Hour

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

**QUALIFICATIONS:**

A. EDUCATION/TRAINING:

One year of experience in public or private social work and a bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, or other related social sciences; or a bachelor's degree with a social welfare major; or any equivalent combination of experience and training including successful completion of 12 semester hours of college level courses in sociology, social welfare, psychology, gerontology, or other related social sciences.

B. WORK EXPERIENCE

Six months of experience as an Aging Care Manager 1, County Caseworker 1, or County Social Casework Intern.

**OVERALL OBJECTIVE OF JOB:** To provide care management, develop care plans for older adult clients and their families in order to maintain a quality, independent living lifestyle.

**ESSENTIAL FUNCTIONS OF JOB:**

1. Assesses consumer situation including medical, functional, social and psychological information.
2. Develops care plans with client and family to meet the needs of the individual.
3. Assists elderly population with completion of applications and forms.
4. Coordinates needed services for clients, and interacts with County and outside agencies as needed.
5. Interprets the program, federal, state and County policies and procedures to individuals, groups and agencies.
6. Assumes intake duties on rotating basis. Includes receipt of reports of need for protective service.
7. Participates in on-call system for protective services as assigned.
8. Provides information and referral services for the elderly population.
9. Acts as client advocate in all matters.
10. Travels as necessary to meet and/or assist clients and obtain or arrange needed services. This includes travel to areas that may not be accessible by public transportation both in and out of the county.
11. Prepares case notes, re-assessments and other related studies and paperwork.
12. Investigates protective service reports as needed.
13. Maintains proper documentation and files and prepares required activity or court reports as directed.
14. Monitors changes in clients conditions and recommends appropriate changes in care plan.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess initiative and problem solving skills in relation to social service work.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess the ability to maintain confidentiality in regard to client information and records.
6. Must possess the ability to make independent decisions when circumstances warrant such action.
7. Responds to emergencies appropriately, including calling for emergency court hearings on emergency involuntary interventions related to protective service laws.
8. Must possess knowledge of the principles and practices used in social service work, and the ability to apply these principles and practices within the job.
9. Must possess some knowledge of the medical concerns and related treatments and practices regarding the aging process.
10. Must possess some knowledge and ability to counsel elderly and to work in crisis situations.
11. Must possess knowledge of community resources and the ability to interact effectively with them on clients' behalf.
12. Must possess ability to conduct complete assessments and to determine most appropriate, least restrictive level of care needed.
13. Must possess ability to provide adult protection service and investigations as needed.
14. Must possess ability to deliver and evaluate appropriate services to clients and to monitor the effectiveness of such services.

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**WORKING CONDITIONS:**

1. Works indoors in limited work space, 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 maximum weights of ten pounds.
5. Must demonstrate emotional stability.
6. Must be able to move frequently throughout the work day.
7. Must be able to pay close attention to details and accuracy and concentrate on work and needs of clients.

**AN EQUAL OPPORTUNITY EMPLOYER**