

Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Aging Case Aide II
Position Number:	03
County:	Franklin
Headquarter City/Address: (Work Location)	218 North Second Street Chambersburg, PA 17201
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	\$11.46
Pay Range & Step:	5
Posting Length:	5 Business Days
Posting Dates:	09/14/2016 – 09/21/2016
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	37.5 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	09/21/2016

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Transfer
- Voluntary Demotion
- Reemployment
- Merit System

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year as an Aging Case Aide 1; or Two years of public contact work, including one year in a human services program; or Any equivalent combination of experience and training.

2. County of Franklin Approved Additional Special Requirements: None
3. Must be eligible for selection in accordance with Merit rules.

Job Posting

SELECTION CRITERIA

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 09/21/2016. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 218 North Second Street, Chambersburg, P.A. 17201

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

AGING CASE AIDE II

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To assist Area Agency on Aging professional staff in providing information and referral services regarding programs for older adults, and to assist with special projects within the Agency.

ESSENTIAL FUNCTIONS OF JOB

1. Answers telephone efficiently and responds to routine questions, or directs callers to appropriate individual; also assists walk-in visitors.
2. Assists callers and clients with answers regarding resources and/or referrals.
3. Completes initial intake information on clients.
4. Completes forms and paperwork on several medical and other government documents in regard to office and client matters.
5. Assists in taking requests for out of County client transportation and arranging same.
6. Assists in coordinating delivery of meals to homes.
7. Makes contacts with physicians to determine proper diet verification, orders and notes regarding changes in clients' condition.
8. Operates office equipment as needed and maintains files as required.
9. Assists in recruiting volunteers and educating public of programs.
10. Assists with implementing new client services.

OTHER DUTIES OF JOB

1. Attends meetings, training, inservices or seminars as required.
2. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives regular instruction and regular supervision from Casework Supervisor I in regard to daily work duties.

SUPERVISION GIVEN

None

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF AGING CASE AIDE II AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.