

Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Aging Care Manager III
Position Number:	02
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:	\$18.97
Pay Range & Step:	16
Posting Length:	5 Business Days
Posting Dates:	10/20/2016 – 10/27/2016
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:	10/27/2016

RECRUITMENT METHODS:

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

- Transfer
- Reemployment
- Voluntary Demotion
- 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:

Minimum Experience and Training: One year as an Aging Care Manager 2 or Aging Program Assessor; or three years of experience in public or private social work, including one year of direct aging care management experience and a Bachelor's Degree which includes or is supplemented by 12 semester hours credit in sociology, social welfare, psychology, gerontology, or other related social sciences; or two years of experience in public or private social work including one year of direct aging program experience and 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.

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

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 10/27/2016. 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 Streets, Chambersburg, PA 17201

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

AGING CARE MANAGER III

September 30, 1997

Position Description

Non -Exempt

OVERALL-OBJECTIVE OF JOB

To provide specialized care management, develop care plans for a subset of vulnerable clients who are at risk of person or property and/or in need of a Guardian of Person.

ESSENTIAL FUNCTIONS OF JOB

1. Assesses clients' overall situation, including abilities, disabilities and needed resources; completes comprehensive needs assessments.
2. Develops care plans with client and family to meet the needs of the individual.
3. Conducts thorough investigations of the circumstances of clients who may need protection from abuse, neglect, exploitation, or abandonment.
4. Recommends cases for court intervention, including guardianship or mental health commitments.
5. Testifies in court concerning various aspects of assigned cases.
6. Arranges for a representative payee to protect the client's Financial assets; when necessary.
7. Serves in an advisory capacity to staff and the public regarding rules and regulations pertaining to the Older Adult Protective Services Act.
8. Maintain a caseload of clients deemed problematic and/or multiple need individuals and provide monthly monitoring.
9. Coordinates needed services for clients, and outside agencies, as needed.
10. Interprets the program, policies, and procedures to individuals, groups, and agencies.
11. Participates in 24-hour on-call system, as assigned.
12. Acts as client advocate in all matters.
13. Maintains proper documentation and files and prepares required reports in timely manner.
14. Prepares case histories, writes letters, makes reports and maintains records.
15. Monitors changes in clients conditions and recommends appropriate changes in program to supervisor and/or medical personnel.
16. Travels as necessary to meet and/or assist clients and obtain or arrange needed services.
17. Operates computer and other office equipment as necessary to perform essential functions of job.

OTHER DUTIES OF JOB

1. Attends meetings, training, seminar as necessary.
2. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Supervisor II 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 CARE MANAGER III 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.