

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Aging Care Management Supervisor II
Position Number:	01
County:	Franklin
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane Chambersburg, Pa 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	\$42,182.40 - \$66,102.40
Pay Range & Step:	18
Posting Length:	5 Business Days
Posting Dates:	11/10/2015 – 11/18/2015
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	40 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	11/18/2015

RECRUITMENT METHODS:

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

- Transfer
- Reemployment
- Voluntary Demotion
- Promotion without exam

ELIGIBILITY – ALL CANDIDATE(S):

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

Four years of experience in public or private social work; and a Bachelor's Degree; 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.

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

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held status in one of the following classifications:
 - Aging Care Manager Supervisor I
 - For any other classifications, a determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.
2. Meet the minimum experience and training required for the job.

APPLICATION INSTRUCTIONS

3. Interested qualified applicants **must** submit all requested materials as specified in the "How to Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How to Apply" section.
4. Additional information may be obtained by calling: (717)261-3150

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 11/18/2015. 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 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

AGING CARE MANAGER SUPERVISOR II

Position Description

Exempt

OVERALL OBJECTIVE OF JOB

To oversee, supervise and direct the Aging Care Managers and Supervisors and their assigned caseloads to ensure programs are being carried out in accordance with established policies, procedures and guidelines and that clients are receiving the best quality care and programs.

ESSENTIAL FUNCTIONS OF JOB

1. Directs caseloads and work assignments of Aging Care Managers, Options Assessors and Aging Care Supervisor I.
2. Reviews, approves all services assigned and assessments for each client.
3. Receives and investigates abuse reports; follows up on corrective actions. Oversees the activities of staff assigned protective services duties and ensures compliance with state law, and PDA regulations.
4. Maintains files, records and documentation and completes monthly reports as required by Department of Aging.
5. Ensures all referrals are handled efficiently.
6. Develops and implements various department requirements and paperwork for review and monitoring of assigned caseloads to allow for timely review and efficiency of services.
7. Trains new Aging Care Managers; supervises Aging Care staff and handles related personnel matters, including performance evaluations.
8. Conducts regular staff meetings to review cases and keep informed of programs and progress of each client.
9. Reviews and approves all Options Level I assessments.
10. Assists Director with interviews for new staff members and makes recommendations on hiring.
11. Interacts with staff, other agencies, and government offices as necessary to carry out essential functions of job.

12. Assists in developing quality assurance tools/customer satisfaction surveys and monitoring of same to ensure appropriate and effective programs are being carried out.
13. Participates in contract monitoring of providers.
14. Prepares monthly scheduling assignments for "on-call" staff and office coverage.
15. Participates in 24 hour on-call systems to receive and investigate protective services reports.
16. Oversees operation of agency in Director=s absence.
17. Performs public speaking engagements.

Position Description

OTHER DUTIES OF JOB

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

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Director in regard to daily work duties.

SUPERVISION GIVEN

Supervises staff of twelve (seven direct).

WORKING CONDITIONS

1. Works indoors in adequate work space with adequate temperatures, ventilation and lighting.
2. Frequent exposure to noise, disruptions and stress.
3. Normal indoor exposure to dust/dirt.
4. Periodically works beyond normal work hours or works on-call or on as-needed basis.
5. Travels periodically as required to perform essential functions of job.

PHYSICAL/MENTAL CONDITIONS

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 standing, walking, bending, twisting, 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 duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.

5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

Bachelor's degree in private or public social work, or human service field.

B. WORK EXPERIENCE

3 years work experience with geriatric population, health care or social service field, including one year supervisory experience. Or, any combination of acceptable training and/or experience which includes 12 credits in sociology, social welfare, psychology, gerontology, criminal justice or other related social services.

Job Posting

Position Description

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.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess a willingness to travel as needed to carry out essential job duties.
7. Must possess the ability to make independent decisions when circumstances warrant such action.
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 deliver and evaluate appropriate services to clients and to monitor the effectiveness of such services.
14. Must possess knowledge of and ability to practice principles and methods of effective management and supervisory skills.

Job Posting

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF AGING CARE SUPERVISOR 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.