

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Aging Care Manager 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:	Part Time
Salary Range:	\$16.88
Pay Range & Step:	14
Posting Length:	5 Business Days
Posting Dates:	10/20/2015 – 10/27/2015
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	22.50 Hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	10/27/2015

RECRUITMENT METHODS:

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

- Transfer
- Reemployment
- Voluntary Demotion

ELIGIBILITY – ALL CANDIDATE(S):

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

Six months of experience as an Aging Care Manager 1, County Caseworker 1, or County Social Casework Intern; or one year of experience in public or private social work 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 a bachelor's degree with a social welfare major; or any equivalent combination of experience and training

including successful completion of 12 semester hours credit 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 I
- County Caseworker I
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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.

SELECTION CRITERIA

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 10/27/2015. 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 II

Position Description

Non-Exempt

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 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. Assists sixty plus 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, policies and procedures to individuals, groups and agencies.
6. Participates in 24-hour on-call system as assigned to receive and investigate protective services reports.
7. Facilitates support group for caregivers and presents occasional workshops.
8. Provides information and referral services for persons 60 years and older, and
9. Investigates reports of need for Act 79.
10. Acts as client advocate in all matters.
11. Operates computer and other office equipment as necessary to perform essential functions of job.
12. Travels as necessary to meet and/or assist clients and obtain or arrange needed services.
13. Prepares social studies, case histories, writes letters, makes reports and maintains records.
14. Serves as ombudsman for long term care services and facilities.
15. Investigates protective service reports and reviews same received from community.

16. Maintains proper documentation and files and prepares required reports in timely manner.
17. Monitors changes in clients conditions and recommends appropriate changes in program to supervisor and/or medical personnel.

OTHER DUTIES OF JOB

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

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

None

AGING CARE MANAGER II

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Position Description

WORKING CONDITIONS

1. Works indoors in adequate work space, lighting and ventilation, but with fluctuations in temperatures.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions when in the office.
3. Normal indoor 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.

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 driving, standing, walking, bending, twisting, 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. Light work with occasional lifting/carrying of objects with weights of twenty to thirty 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.

QUALIFICATIONS

A. EDUCATION/TRAINING

Bachelor's degree in social service field, psychology, gerontology, or other related social services field. Valid Pennsylvania driver's license and computer training also required.

B. WORK EXPERIENCE

1-2 years experience in field of assessment and care management, social work, home health agency or related work required. Internship in social service agency acceptable or six months experience as an Aging Care Manager I, OR, a Master's degree and one year of human service experience.

Job Posting

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.

AGING CARE MANAGER II

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Position Description

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont'd)

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 technical knowledge of operating personal computers and other office equipment as needed to perform essential job duties.
7. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed for client services.
8. Must possess the ability to make independent decisions when circumstances warrant such action.
9. 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.
10. Must possess some knowledge of the medical concerns and related treatments and practices regarding the aging process.
11. Must possess some knowledge and ability to counsel elderly and to work in crisis situations.
12. Must possess knowledge of community resources and the ability to interact effectively with them on clients' behalf.
13. Must possess ability to conduct complete assessments and to determine most appropriate, least restrictive level of care needed.
14. Must possess ability to provide adult protection service and investigations as needed.

Job Posting

15. Must possess ability to deliver and evaluate appropriate services to clients and to monitor the effectiveness of such services.

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