

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Aging Care Manager I
Position Number:	09
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:	\$15.39
Pay Range & Step:	12
Posting Length:	5 Business Days
Posting Dates:	11/13/2015 – 11/20/2015
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:	11/20/2015

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:

A Bachelor's Degree which includes or is supplemented by 12 college-level credit hours in sociology, social welfare, psychology, gerontology or other related social sciences; or three and one-half years of experience as an Aging Case Aide and 12 college-level credit hours in sociology, social welfare, psychology, gerontology or other related social sciences; or any equivalent combination of experience and training which includes 12 college-level credit hours 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.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 11/20/2015. 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 I

Revised: February 14, 1996

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To provide aging care management, develop care plans for older adult clients and their families and to assist them in maintaining a quality life.

ESSENTIAL FUNCTIONS OF JOB

1. Receives referrals and completes requests for service and then forwards to supervisor for review.
2. Completes a comprehensive needs assessment to determine appropriateness for services and the clients' needs.
3. Develops care plans, utilizing both formal and informal resources in order to meet client's needs.
4. Arranges for appropriate initiation of service and provides advocacy for clients to insure satisfactory delivery of their services.
5. Performs 2 week follow-up and 6 month reassessment visits to monitor effectiveness of care plan and progress toward goals.
6. Acts as a liaison between client and service provider.
7. Arranges for change in/or termination of services, when appropriate.
8. Maintains complete, accurate and up-to-date case files.
9. Assists aged (60+) county residents to complete a variety of applications including but not limited to: Rent/Tax Rebate forms, P.A.C.E. applications, Fuel Assistance applications, etc.
10. Assists office "walk-in" clients by assessing needs, providing necessary information, referral service or application assistance.
11. Maintains personal daily activity seminars as necessary.

OTHER DUTIES OF JOB

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

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate work space, with adequate temperatures, ventilation and lighting.
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.

Position Description

WORKING CONDITIONS (Cont'd.)

4. Potential exposure to blood borne pathogens or communicable diseases.
5. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.

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. Sedentary work with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to pay close attention to details and accuracy and concentrate on work and needs of clients and families.

QUALIFICATIONS

A. EDUCATION/TRAINING

Bachelor's degree in social service field, or related human service field; or, RN graduate from program approved by National League for Nursing. Valid PA driver's license required.

B. WORK EXPERIENCE

None required.

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 ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
4. Must possess the ability to maintain confidentiality in regard to client information and records.
5. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed for client services.
6. Must possess the ability to make independent decisions when circumstances warrant such action.

Job Posting

AGING CARE MANAGER I

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Position Description

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont'd)

7. 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.
8. Must possess some knowledge and ability to counsel elderly and to work and assist them in their needs.
9. Must possess knowledge of community resources and the ability to interact effectively with them on clients' behalf, obtaining needed 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 I AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Job Posting

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.