

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Aging Care Supervisor I
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:	\$41,225.60 - \$64,500.80
Pay Range & Step:	17
Posting Length:	5 Business Days
Posting Dates:	06/06/2016 – 06/13/2016
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:	06/13/2016

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:

Three 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.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 06/13/2016. 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 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

AGING CARE SUPERVISOR I

Position Description

Exempt

OVERALL OBJECTIVE OF JOB

To oversee, supervise and direct the Aging Care Managers and Aging Case Aide 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 and Aging Case Aide.
2. Reviews, approves all services assigned and assessments for each client.
3. Receives and investigates abuse reports and follows up on corrective actions.
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 management staff and handles related personnel matters, including performance evaluations.
8. Conducts regular staff meetings to review cases and keeps informed of programs and progress of each client.
9. Assists Director with interviews for new staff members and makes recommendations on hiring.
10. Interacts with staff, other agencies, and government offices as necessary to carry out essential functions of job.
11. Oversees Domiciliary Care and Ombudsman program.
12. Required on-call duties for protective service referrals, reports and investigations.
13. Monitors program effectiveness and units of service for Adult Day Care, Lifeline and Counseling services.

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 Aging Care Supervisor II in regard to daily work duties.

SUPERVISION GIVEN

Supervises staff of eight.

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

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.