

# Job Posting

<b>Organization:</b>	Franklin County Area Agency on Aging
<b>Job Code / Title:</b>	Aging Care Manager I
<b>Type Position:</b>	Full Time
<b>Salary Range:</b>	\$21.64
<b>Pay Grade:</b>	16
<b>Posting Length:</b>	Standing Posting
<b>Posting Dates:</b>	Until Further Notice
<b>Contact Name / Number:</b>	Charles Martin III / (717)261-3150
<b>Job Description:</b>	See Attached

## 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

## HOW TO APPLY – ALL CANDIDATES

The following materials must be received by the Franklin County Human Resources Department:

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 interested in applying, please send applications to:

Attn: Charles Martin III, 272 North Second Street, Chambersburg, P.A. 17201

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.

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

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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.

\_\_\_\_\_  
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.