

JOB POSTING

Department:	Monroe County Area Agency on Aging
Organization:	Monroe County Area Agency on Aging
Job Code / Title:	02106407 - Aging Care Manager 1
Position Number:	80000991
County:	Monroe
Headquarter City/Address: (Work Location)	724 Phillips Street Suite 102 Stroudsburg, PA 18360
Type of Job:	Civil Service - IF NOT A CURRENT OR FORMER CIVIL SERVICE EMPLOYEE APPLY AT www.employment.pa.gov
Union:	PSSU
Bargaining Unit:	SEIU PSSU Local 668
Seniority Position:	Yes
Type Position:	Permanent / Full-time
Salary Range:	\$36,156.00
Pay Range & Step:	35 / none
Posting Length:	7 days
Posting Dates:	6/15/2022 thru 6/24/2022
Contact Name / Number:	Tatiana Chaplar – 570-420-3735 ext 3770
Additional Information:	Work Hours are 8:00AM – 4:30PM Monday – Friday (75 Hrs. biweekly. Travel and after hours work as necessary
Job Description:	See attached job descriptions
Last Date Job Applications Will Be Accepted:	6/24/2022

RECRUITMENT METHODS:

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

- Civil Service Lists
- Promotion without exam
- Transfer
- Reassignment (Current civil service employees holding the same or similar job title. Only employees who currently hold the same job title or who currently hold a similar job title in the same pay scale group with the same essential duties and qualifications will qualify under Reassignment.)
- Reinstatement (Current civil service employees are not eligible through reinstatement. Only former employees who held the same job title or a similar job title in the same pay scale group with the same essential duties and qualifications will qualify under Reinstatement.)

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job.

Minimum Experience and Training: 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. State Civil Service Commission Approved Additional Special Requirements: None

3. Must be a resident of Pennsylvania.

4. Must be eligible for selection in accordance with Civil Service rules.

If you are deemed ineligible for this position based on not meeting the minimum experience and training requirements or selective criteria (if applicable), you have the right to request a reconsideration of this determination. You must submit your request to ra-oareconsideration@pa.gov within 5 business days from the date of your ineligibility notice, and you must indicate the position for which you are requesting reconsideration. Please note that only information initially provided on the application will be re-reviewed. New information that was not included on the application will not be considered.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:

We will also consider applications from employees for which there is a logical occupational, functional, or career developmental relationship to this position. All applicants must meet the minimum experience and training requirements.

Employees who previously held regular civil service status in the job title of the position being filled are also eligible for promotion without examination.

The promotion without examination requirements are issued in accordance with merit system employment regulations.

SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
4. Seniority, defined as a minimum of one (1) year(s) in the next lower class(es) by the posting closing date of **6/24/2022**

APPLICATION INSTRUCTIONS

5. 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.
6. Additional information may be obtained by calling: 570-420-3735 Debbie Slinger

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before **6/24/2022**. Late applications will not be accepted.

1. A letter of interest, resume and County Application for Employment.
2. A copy of the last due performance evaluation report if applying through the Promotion without Examination process
3. An SCSC Personnel Transfer Request form if transferring from one agency to another.
4. A voluntary demotion letter if applying for demotion, and if demotion is a recruitment option.

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:

Mary Claire Megargle, Administrator
Monroe County Area Agency on Aging
724 Phillips Street Suite 102
Stroudsburg, PA 18360

Monroe County Area Agency on Aging IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

POSITION DESCRIPTION

IDENTIFYING INFORMATION

Last Name	First Name	MI

Job Title	Job Code	Working Title
Aging Care Manager 1	L0647	Aging Care Manager 1

Department	Organization	Organization Code
Aging	Monroe County Area Agency on Aging	

Supervisor's Last Name	Supervisor's First Name	Job Title
Chaplar	Tatiana	Outreach, Intake, Referral & Assessment Supervisor

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
8:00am	4:30pm	37.5	Sun	Mon	Tues	Wed	Thur	Fri	Sat
				X	X	X	X	X	

POSITION PURPOSE:

A CARE MANAGER WILL BE RESPONSIBLE TO MAINTAIN, CREATE AND UPDATE ONGOING CARE PLANS AND ASSESSMENTS ON CONSUMERS WHO ARE RECEIVING IN HOME MEAL SERVICES. THE GOAL IS TO PROVIDE SUPPORTIVE SERVICES WHILE ENCOURAGING INDEPENDENCE.

THIS EMPLOYEE WILL PARTICIPATE IN TRAININGS TO LEARN THE POLICIES, PROCEDURES, RULES AND REGULATIONS THAT GOVERN THE PROGRAMS ADMINISTERED BY THE MONROE COUNTY AREA AGENCY ON AGING.

- DESCRIPTION OF DUTIES**
- 1) Responds in a timely manner to all who are contacting the agency for information or assistance.
 - 2) Obtains information from consumers and their representatives or other social contacts to identify social, economic, emotional, health or physical problems, and for assisting consumer's in obtaining a variety of services for older adults on the basis of proper procedures and established policy.
 - 3) Provides care management services to consumers and their families to aid them in achieving a more satisfactory adjustment to their specific problems or situations.
 - 4) Makes home visits and phone calls in accordance with the consumers contact plan and agency policy.
 - 5) Completes timely assessments and documentation in the Aging & Disability system (SAMS) as required.
 - 6) Assists consumers in managing incomes and receiving maximum entitlements through Medicare and Social Security and educate consumers in legislation which may affect their benefits. Refers to PA Medi counselor if needed.

- 7) Works in close cooperation with other community resources and assists consumer to utilize these services.
- 8) Provide in office coverage as scheduled.
- 9) Attend trainings, conferences and meetings as requested or required.
- 10) Gathers demographic data and the summary of reason(s) from the referral source for a referral in order to complete the intake.
- 11) Keeps abreast of community programs and services which may be resources for older adults.
- 12) Documents intake and/or referrals into Aging & Disability, (SAMS) & Pennsylvania Individualized Assessments (PIA) databases. Statistics to be completed on a weekly basis.
- 13) Interviews older adults over the phone, in their home or in the office to provide information regarding services for which they are eligible.
- 14) Provides detailed explanations to consumers relating to the procedural aspects of obtaining available services.
- 15) Identifies through use of assessment tools the needs of consumers and assists them in meeting those needs.
- 16) Completes Reports of Need for Protective Services.
- 17) Updates information and referral files as needed
- 18) Refers difficult issues to a supervisor
- 19) Represents the agency at Health Fairs and Community Events. This may require occasional night or weekend work.
- 20) Participates in in-service and training programs to provide knowledge and program requirements.
- 21) Participates in organizations or groups serving as an agency representative where needed.
- 22) Perform other similar and/or associated assignments as directed.

DECISION MAKING:

Care Manager will determine when a referral is an emergency requiring immediate attention and refer to supervisor.

Care Manager will determine when a referral rises to the level of needing Protective Services. Care Manager should have knowledge in Aging Services and Community programs to make referrals independently.

Care Manager will meet with Supervisor to discuss a change in services or Level of Care. Any requests that incur a financial responsibility to the agency must be approved by a Supervisor.

REQUIREMENTS PROFILE

Mandatory Protective Services training.

ESSENTIAL FUNCTIONS:

1. Must have knowledge of basic social work principles and methods.
2. Must be able to develop a care plan.
3. Must have knowledge of community resources.
4. Must be able to travel to locations that may not be accessible via public transportation.
5. Must be computer literate and able to learn essential programs.

6. Ability to establish and maintain working relationships with consumers, co-workers, outside agencies and facilities and the general public.
7. Must manage visits and complete cases in a timely manner.
8. Must be able to organize work responsibilities and prioritize as needed.
9. Ability to maintain agency confidentiality standards.
10. Ability to assess and identify consumer's needs and encourage consumer's in maintaining their independence according to their particular needs.

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employee's Signature _____ Class Title _____ Date _____

Immediate Supervisor's Signature _____ Class Title _____ Date _____