

## **POSITION DESCRIPTION**

### **IDENTIFYING INFORMATION**

Last Name	First Name	MI

Job Title	Job Code	Working Title
Aging Care Manager 3	LO636 / 02106306	Aging Care Manager 3

Department	Organization	Organization Code
Aging - Protective Services	Monroe County Area Agency on Aging	45

Supervisor's Last Name	Supervisor's First Name	Job Title
Seas	Sheila	Protective Services Supervisor

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)														
8:00am	4:30pm	37.5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Sun</td> <td style="padding: 5px;">Mon</td> <td style="padding: 5px;">Tues</td> <td style="padding: 5px;">Wed</td> <td style="padding: 5px;">Thur</td> <td style="padding: 5px;">Fri</td> <td style="padding: 5px;">Sat</td> </tr> <tr> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> </tr> </table>	Sun	Mon	Tues	Wed	Thur	Fri	Sat		X	X	X	X	X	
Sun	Mon	Tues	Wed	Thur	Fri	Sat											
	X	X	X	X	X												

**POSITION PURPOSE:**  
 THIS POSITION WILL ENTAIL A WORKER TO RECEIVE, REVIEW AND CONFIRM CATEGORIES ON REPORTS OF NEED AND INVESTIGATE ACCORDING TO THE REGULATIONS OF THE OLDER ADULT PROTECTIVE SERVICES ACT. PROVIDE COMMUNITY EDUCATION AND OUTREACH TO LOCAL FACILITIES, AGENCIES OR GROUPS ON PROTECTIVE SERVICES AND MANDATORY REPORTING REQUIREMENTS. ASSIST IN MAINTAINING THE ELDER TASK FORCE.

- DESCRIPTION OF DUTIES:**
- 1) Receive, review and confirm categories of reports of need in accordance with the Older Adult Protective Services Act.
  - 2) Begin investigations within the appropriate time frames as per regulations, including a face to face visit.
  - 3) Reduce risk to older adult in a time sensitive manner.
  - 4) Complete the investigation within 20 days of receipt, when possible, and substantiate or unsubstantiated the need for Protective Services.
  - 5) Refer Unsubstantiated cases to appropriate resources.
  - 6) Develop a care plan and goals based on the needs of the older adult in Substantiated cases.
  - 7) Complete necessary assessments, care plans and case history utilizing the SAMS program. This includes but is not limited to documenting all contacts in the care plan journal.
  - 8) Arrange for any needed medical, psychological and social assessments that may be needed to determine eligibility for services and to facilitate delivery of these services.
  - 9) Establish good working relationships with the older adult and collateral resources to reduce or eliminate risk of abuse and aid in the resolution of the problem areas.
  - 10) Recommend cases to be pursued for court intervention, including guardianships, mental health admissions and emergency court orders.
  - 11) Arrange for a representative payee to protect an older adult's resources.

- 12) Provide community education and outreach via public speaking engagements/in services to local facilities, agencies and groups. Education to be provided is on the Older Adult Protective Services Act and Mandatory Reporting.
- 13) Manage cases identified as needing intensive care management due to mental, cognitive or physical impairment or family dynamics.
- 14) Manage a case load of care managed cases as assigned.
- 15) Meet with Protective Services Supervisor weekly to review cases.
- 16) Attend quarterly Northeast Protective Services Network meetings.
- 17) Provide 24-hour emergency services as scheduled.
- 18) Assist with Elder Abuse Task Force.
- 19) Attend annual Protective Services trainings.
- 20) Attend weekly and monthly staff meetings as scheduled.
- 21) Attend all applicable webinars as directed.
- 22) Complete any other duties as assigned.

**DECISION MAKING:**

Worker will have knowledge of community resources and be able to make referrals independently.

Worker should be able to independently make decision to confirm a category on a Report of Need and plan face to face accordingly.

Worker should consult regularly with supervisor as per regulations.

Any service that will incur a financial obligation from this agency needs to be approved by a supervisor.

**REQUIREMENTS PROFILE:**

- 1) One year as an Aging Care Manager 2.
- 2) Mandatory Basic Protective services training and training as mandated thereafter, but at least yearly.

**ESSENTIAL FUNCTIONS**

1. Must be able to perform public speaking duties in an effective manner.
2. Must have knowledge of basic social work principles and methods.
3. Must be able to develop a care plan.
4. Must have knowledge of community resources.
5. Must have a valid driver's license.
6. Must be computer literate and able to learn essential programs.
7. Ability to establish and maintain working relationships with consumers, co-workers, outside agencies and facilities and the general public.
8. Must manage visits and complete cases in a timely manner.
9. Must be able to organize work responsibilities and prioritize as needed.
10. Ability to maintain agency confidentiality standards.
11. 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 \_\_\_\_\_

## JOB POSTING

<b>Department:</b>	Monroe County Area Agency on Aging
<b>Organization:</b>	Monroe County Area Agency on Aging
<b>Job Code / Title:</b>	02106306 – Aging Care Manager 3
<b>Position Number:</b>	80012258
<b>County:</b>	Monroe
<b>Headquarter City/Address: (Work Location)</b>	724 Phillips Street Suite 102 Stroudsburg, PA 18360
<b>Type of Job:</b>	Civil Service - <b>IF NOT A CURRENT OR FORMER CIVIL SERVICE EMPLOYEE APPLY AT <a href="http://www.employment.pa.gov">www.employment.pa.gov</a></b>
<b>Union:</b>	PSSU
<b>Bargaining Unit:</b>	SEIU PSSU Local 668
<b>Seniority Position:</b>	Yes
<b>Type Position:</b>	Permanent / Full-time
<b>Salary Range:</b>	\$47,035.00
<b>Pay Range &amp; Step:</b>	37 / none
<b>Posting Length:</b>	10 days
<b>Posting Dates:</b>	6/15/2022 thru 6/24/2022
<b>Contact Name / Number:</b>	Sheila Seas – 570-420-3735 ext 3779
<b>Additional Information:</b>	Work Hours are 8:00AM – 4:30PM Monday – Friday (75 Hrs. biweekly. Travel and after hours work as necessary
<b>Job Description:</b>	See attached job descriptions
<b>Last Date Job Applications Will Be Accepted:</b>	<b>6/24/2022</b>

### 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
- Voluntary Demotion
- 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. The METs for this position are: One year as an Aging Care Manager 2 or Aging Program Assessor; or three years of experience in public or private social work, including one year of direct aging care management experience 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 two years of experience in public or private social work including one year of direct aging program experience and a bachelor's degree with a social welfare major; 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. 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](mailto: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:
  - Aging Care Manager 2 for 12 months

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