

JOB POSTING

Department:	Monroe County Area Agency on Aging
Organization:	Monroe County Area Agency on Aging
Job Code / Title:	02106009 / Aging Case Aide 2 – Senior Center
Position Number:	80012128
County:	Monroe
Headquarter City/Address: (Work Location)	724 Phillips Street Suite 102, Stroudsburg, PA 18360 62 Analomink Street, East Stroudsburg, PA 18301
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:	\$26,911.89
Pay Range & Step:	29 / none
Posting Length:	7 days
Posting Dates:	6/15/2022 thru 6/24/2022
Contact Name / Number:	Merle Turitz – 570-420-3726
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 description
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. The METs for this position are:
 - One year as a Case Aide 1;
 - Or two years of public contact work, including one year in a human services program;
 - Or any equivalent combination of experience and training
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:

- Aging Case Aide 1

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: **570-420-3726 Merle Turitz**

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

POSITION DESCRIPTION

IDENTIFYING INFORMATION

Last Name	First Name	MI

Job Title	Job Code	Working Title
Aging Case Aide 2	L0609 / 02106009	Aging Case Aide 2 - Loder

Department	Organization	Organization Code
Senior Centers	Monroe County Area Agency on Aging	

Supervisor's Last Name	Supervisor's First Name	Job Title
Turitz	Merle	Community Services Supervisor

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)														
8 AM	4:30 PM	37.5/wk.	<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: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

To support Senior Center Manager II with daily center events including activities, food service and data management.

Provide coverage at senior centers in absence of Senior Center Managers as needed.

Provide clerical support for PA Medi coordinator including but not limited to scheduling appointments with counselors during annual open enrollment.

Assist in planning and proctoring evidence based exercise programs in and out of senior centers for Health and Wellness program.

To assist in implementation of any new Health and Wellness programs initiated by the Department of Aging or the Area Agency on Aging.

DESCRIPTION OF DUTIES: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

1. Enforce health and safety laws and policies/procedures of centers and programs
2. Adhere to Servsafe principals for food handling and kitchen sanitation.
3. Accept reservations for center attendance. Gathers all meal counts for each center daily.

Contacts the food provider daily with meal orders.

4. Food Service: Preheats steam serving counter; prepares coffee, and cold beverages; loads, transports and unloads food carts; sets up serving counter with food, trays, dishes, and utensils; and reports and restocks as necessary.

Dishes out hot food items; sets up, plates and places food items on tray; and transports trays to and from serving areas.

5. Sanitation: Washes pots, pans, and other preparatory utensils; and cleans dining rooms, serving areas, kitchens and other food preparation areas. Cleans refrigerators, food carts, coffee pots, and other equipment; and washes counter tops and dining room furniture. Scrapes dishes and silverware, loads and operates dishwashing machine, and unloads and stocks clean items.

6. Supervise collection and deposit of donations from program consumers. Complete statistical form with two signatures for money collected from program consumers

7. Recruit and coordinate volunteers for meal serving and clean up after meal (including training sessions)

8. Provide coverage at satellite senior centers for absence of Senior Center Managers as needed

9. Assist in planning and proctoring evidence based exercise programs

10. Complete registration forms for evidence based programs

11. Attend training and where required achieve certification as a trainer for evidence based programs

12. Manage appointments for open enrollment/Medicare counseling

13. Represent agency at conferences and trainings as assigned

14. Perform other similar or associated assignments as directed.

DECISION MAKING: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.*

1. Food that is not time or temperature appropriate will be refused and returned to caterer.

Supervisor will be notified immediately so alternative meal arrangements can be made

2. Any accident or injury to staff or consumers will be reported to supervisor after appropriate emergency assistance is rendered.

4. Supervisor is to notified immediately of environmental issues at the center sites that compromise the safety of the staff and or consumers at the senior center

REQUIREMENTS PROFILE: Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position.

Example: *Professional Engineer License*

1. Servesafe Certification

2. Evidence based program certification where necessary

3. PA Medi certification

ESSENTIAL FUNCTIONS: Provide a list of essential functions for this position. Example: *Lifts boxes weighing up to 60 pounds.*

4. Greet attendees/visitors
5. Communicate clearly in person, written or on electronic devices
6. Lift 25 pounds occasionally, frequently lift/ carry up to 15 pounds
7. Interpret and apply policies
8. Operate standard kitchen machines (coffee machine, steam table refrigerator, freezer, warmer etc.)
9. Occasional computer use
10. Perform basic arithmetic
11. Assist consumers in completing registration forms
12. Stand for extended time and occasional stairs
13. Transportation to centers around the county

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 _____