

JOB POSTING

Department:	Monroe County Area Agency on Aging
Organization:	Monroe County Area Agency on Aging
Job Code / Title:	02106009 / Aging Case Aide 2
Position Number:	80000974
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:	\$33,918.6169 (\$17.3942 per hour)
Pay Range & Step:	29 / none
Posting Length:	10 days
Posting Dates:	11/24/2025 to 12/8/2025
Contact Name / Number:	Tatiana Chaplar 570-420-3735
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:	12/8/2025

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 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 **12/1/2025**.

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 Tatiana Chaplar

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before **12/1/2025**. 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