

COUNTY OF CARBON  
JOB ANNOUNCEMENT  
NON-UNION

**BULLETIN H**

**POST DATE:** February 4, 2019

**DEADLINE DATE:** February 17, 2019

If interested, apply online at [www.employment.pa.gov](http://www.employment.pa.gov).

**POSITION:** Aging Care Manager III (Civil Service Position)

**DEPARTMENT:** Area Agency on Aging

**RATE OF PAY:** \$16.82 per Hour

**HOURS WORKED:** 8:00 – 4:30; 37 ½ hour work week

**OVERALL OBJECTIVE OF JOB:** Responsible for maintaining a caseload of vulnerable clients, who are in need of protection from abuse, exploitation, abandonment or self-neglect by conducting thorough, complex professional investigations of the circumstances.

**ESSENTIAL FUNCTIONS OF JOB:**

1. Receives, reviews and confirms categories on Reports of Needs in accordance to the Older Adult Protective Services Act.
2. Conducts thorough investigations of the circumstances of clients who need protection from abuse, exploitation, abandonment, or self-neglect within the required response times as per the Older Adult Protective Services Act to include a face to face visit with each client.
3. Completes the investigation of Report of Needs within 20 days of receipt of the report and substantiate or unsubstantiated the need for Protective Services.
4. Obtains information from clients, members of clients' families, neighbors, and other persons necessary for the identification of social, economic, emotional, health, or physical problems, and for assisting clients in obtaining a variety of services for older adults on the basis of proper procedures and established policies.
5. Prepares social assessment forms and establishes a care plan which includes obtainable goals to address client needs.
6. Coordinates needed services for clients, and interacts with other agencies as needed.
7. Adheres to all documentation requirements as outlined in the Protective Services regulations and follow the Protective Services Documentation Procedure Manual.
8. Recommends cases for court intervention, including Guardianships, mental health commitments and emergency court orders.
9. Testifies in court as required.
10. Meets with Protective Services supervisor weekly to review progress of reports, investigations and on-going cases.
11. Participates in on-call system for Protective Services as assigned.
12. Provides Protective Services in services to facilities and community groups.
13. Assumes rotating intake duties and provides information and referral services for the elderly population.
14. Assists elderly population with completion of applications and forms.
15. Acts as client advocate in all matters.
16. Travels as necessary to meet and/or assist clients and obtain or arrange needed services.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess initiative and problem-solving skills in relation to social service work.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess the ability to maintain confidentiality in regard to client information and records.
6. Must possess a valid Pennsylvania driver's license and/or daily access to reliable transportation throughout the County to complete comprehensive assessment in client homes.
7. Must possess the ability to make independent decisions when circumstances warrant such action.
8. Responds to emergencies appropriately, including calling for emergency court hearings on emergency involuntary interventions related to protective service laws.
9. Must possess knowledge of the principles and practices used in social service work, and the ability to apply these principles and practices within the job.
10. Must possess some knowledge of the medical concerns and related treatments and practices regarding the aging process.
11. Must possess some knowledge and ability to counsel elderly and to work in crisis situations.
12. Must possess knowledge of community resources and the ability to interact effectively with them on clients' behalf.
13. Must possess ability to conduct complete assessments and to determine most appropriate, least restrictive level of care needed.
14. Must possess ability to provide adult protection service and investigations as needed.
15. Must possess ability to deliver and evaluate appropriate services to clients and to monitor the effectiveness of such services.

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**POSITION: Aging Care Manager III (Area Agency on Aging)**

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**WORKING CONDITIONS:**

1. Works indoors in limited work space, adequate lighting, but with fluctuations in temperatures and ventilation.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions when in the office.
3. Normal indoor office exposure to dust/dirt.
4. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.
5. Periodically works on call or on as-needed basis.
6. Works frequently in clients' homes and is exposed to smoke and other environmental odors, fleas, unsanitary conditions, poorly maintained steps, unknown diseases, occasional volatile family situations, or other unanticipated conditions.

**PHYSICAL REQUIREMENTS:**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of driving, standing, walking, bending, carrying, and reaching as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out essential job duties.
4. Sedentary work with occasional lifting/carrying of objects with maximum weights of ten pounds.
5. Must demonstrate emotional stability.
6. Must be able to move frequently throughout the work day.
7. Must be able to pay close attention to details and accuracy and concentrate on work and needs of clients.

**QUALIFICATIONS:**

Three years of experience in public or private social work and a bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, or other related social sciences; or 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. One year of experience as an Aging Care Manager II or Aging Program Assessor

**AN EQUAL OPPORTUNITY EMPLOYER**