

**SWPA AREA AGENCY ON AGING, INC.**

**\*\*REVISED\*\***

**Job Vacancy Notice**

**Become a leader...Become an innovator...**Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS!

**POSITION:** Supervisor (Full-Time)  
Protective Services for Older Adults

**PAY GRADE:** 15

**WAGE:** \$42,920 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Coordinates and monitors the Protective Services staff activities, recommending procedures and guidelines for successful program operations and supervision of assigned staff.
- Provides oversight and direct supervision of assigned staff.
- Reviews consumer care plans with staff prior to final disposition of the case.
- Provides in-service training for staff through individual conferences or staff meetings and assists in the recommendation of appropriate formal staff training.
- Responsible jointly with Unit Supervisor for caseload assignments, ongoing case review and assisting in the evaluation of performance with respect to program goals, laws, and regulations.
- Participates in case conferences, as required, with appropriate staff as well as external agencies, providers and consumers, and/or their family to ensure timely and appropriate disposition of cases.
- Assists the Unit Supervisor with ongoing program development and outreach activities.
- Assists with oversight and input of all Protective Services data.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, as well as agency policies and procedures.

**REQUIRED QUALIFICATIONS:**

- Master's Degree in Social Work or related social services field with three (3) years of direct aging casework experience, or five (5) years direct Protective Services for Older Adults program experience;
- Demonstrated knowledge of the Protective Services Program, its regulations, procedures and policies as defined by the Department of Aging;
- Demonstrated ability to obtain vital information during a personal interview to make proper recommendations;
- Demonstrated ability to establish and maintain effective working relationships with internal staff, external providers, consumers and their families and various health and human services professionals.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearance.
- Ability to transport oneself, as necessary, in performance of essential functions.
- Ability to work independently following established policies and procedures; including emergency situations.
- Ability to communicate effectively employing a working knowledge of medical terminology.

**QUALIFIED INDIVIDUALS- SUBMIT A LETTER OF INTEREST TO SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, email [kjohnson@sphs.org](mailto:kjohnson@sphs.org) ATTENTION: POSTING#1980-NO LATER THAN MARCH 7, 2019.**

**EQUAL OPPORTUNITY EMPLOYER**