

**SOUTHWESTERN PA AREA AGENCY ON AGING, INC.**

**JOB VACANCY NOTICE**

**POSITION:** Care Manager  
Domiciliary Care

**PAY GRADE:** 12

**WAGE:** \$31,500 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- To provide care plan development and casework service to ensure proper placement and appropriate care to program-eligible consumers.
- Conducts personal interviews with potential consumers and family to determine placement needs and eligibility, and makes appropriate and timely referrals.
- Assists clients in the selection of a certified Domiciliary Care site, facilitating the entire placement processing of eligible consumers.
- Conducts follow-up visits at prescribed intervals, maintaining regular contact with client and provider to ensure mutual satisfaction within program guidelines.
- Maintains a current client case record, including placement processing, client assessments, referrals, updates, contacts, follow-up visits, any problems and the course of action pursued.
- Prepares and submits all required program forms, reports, documentation and correspondence in an accurate and timely manner.
- Initiates and maintains contact with appropriate health care providers and human services programs to ensure the protection of the program consumer's rights and benefits.
- Adheres to all polices, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

- QUALIFICATIONS:**
- Bachelor's Degree in Social Work or related human services field from an accredited college or university.
  - Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Welfare and FBI Fingerprint Clearances.
  - Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
  - Demonstrated knowledge of financial entitlement programs and available social services.
  - Ability to operate a variety of agency vehicles for considerable time and distance.
  - Ability to pack and transport mentally and physically challenged consumers.
  - Ability to inspect and recognize violations pertaining to program regulations.
  - Ability to work independently following established policies and procedures, including emergency situations.
  - Must have reliable/dependable vehicle
  - Knowledge of medical terminology desired.
  - Must have basic computer literacy skills.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#17120**  
**EQUAL OPPORTUNITY EMPLOYER**