

SOUTHWESTERN PA AREA AGENCY ON AGING, INC.

JOB VACANCY NOTICE

POSITION: Supervisor, Operations (Fayette County)

PAY GRADE: 16

WAGE: \$49,000 (as a minimum)

ESSENTIAL FUNCTIONS:

- Monitors and evaluates program subcontractors to ensure a high quality and effective aging service delivery system in the county.
- Assist in the development and implementation of the Agency's annual comprehensive plan of aging.
- Evaluates proposals from subcontractors and makes recommendations for funding allocations.
- Manages the day-to-day operations of the county office including supervising and evaluating assigned staff.
- Interprets policy and provides technical assistance to agency subcontractors to ensure overall effectiveness and efficiency in service delivery.
- Serves as the Agency representative with the general public, subcontractors, elected officials, and other health and human services organizations on a daily basis.
- Prepares, records, and submits all necessary program reports and documentation in an accurate and timely manner.
- Adheres to all policies, laws, regulations, and code of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Master's Degree in Public Administration, Social Work or related social services field with a minimum of three years progressive experience in human services.
- Knowledge of Pennsylvania Department of Aging policy and regulations.
- Demonstrated ability to establish and maintain effective working relationships with internal staff, providers and other social services agencies.
- Ability to work independently following established policies and procedures.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Public Welfare and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care providers.
- Ability to communicate with effectiveness, and provide constructive feedback and direction to staff.
- Ability to transport oneself in an insured vehicle, as program needs dictate.

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#17192-NO LATER THAN DECEMBER 2, 2017.

EQUAL OPPORTUNITY EMPLOYER