

# SOUTHWESTERN PA AREA AGENCY ON AGING, INC.

## JOB VACANCY NOTICE

POSITION: Service Coordinator 1  
Aging Waiver Program  
Charleroi, PA

PAY GRADE: 12

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

### ESSENTIAL FUNCTIONS:

- Provides service coordination to consumers requiring community-based long term care services, enabling them to remain in their home.
- Develops and maintains an Individualized Service Plan (ISP) required for consumer, and oversees cost of care provided to consumer.
- Conducts comprehensive psychosocial reassessments as necessary to determine the continued medical and social support required for in-home care.
- Coordinates needed home health care, personal assistance services and other needed services with health care and other providers.
- Monitors the effectiveness of the ISP implementation through follow-up calls and visits at prescribed intervals.
- Ensures that the consumer is receiving the correct type, scope, amount, duration and frequency of services.
- Provides technical assistance and social and emotional support to consumers and families.
- Prepares and submits all required case forms, reports, billings, documentation and correspondence in an accurate and timely manner.
- Participates in case conferences with all levels of program staff.
- Adheres to all policies, 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 field from an accredited college or university, including or supplemented by 12 college level credit hours in sociology, social welfare, psychology, gerontology or another behavioral science.
- Must successfully obtain Criminal History Clearance from the PA State Police and Child Abuse Clearance from the PA Department of Welfare.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must have basic computer literacy and keyboarding skills.
- Demonstrated knowledge of financial entitlement programs and health/social services available to the consumers.
- Demonstrated ability to make incisive observations, obtain vital information and make appropriate recommendations during consumer/family interviews and/or while reviewing case records.
- Ability to transport oneself, as necessary, in the performance of essential functions.
- Ability to interpret detailed medical records and documentation obtained from health care providers.
- Demonstrated ability to handle consumers with chronic mental health conditions.
- Ability to work independently following established policies and procedures.

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#1779**

EQUAL OPPORTUNITY EMPLOYER