

SOUTHWESTERN PA AREA AGENCY ON AGING, INC.

JOB VACANCY NOTICE

POSITION: Care Manager 1  
OPTIONS Care Management/Ombudsman  
Uniontown Site

PAY GRADE: 12

WAGE: \$27,455 (as a minimum)

ESSENTIAL  
FUNCTIONS:

- Provides care management services to consumers requiring home and community-based services, enabling them to remain in their home.
- Develops and maintains an In-Home Care Plan 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 care, and home support services with health care and other providers.
- Monitors the effectiveness of the In-Home Care Plan implementation through follow-up visits at prescribed intervals.
- Provides technical assistance and counseling to consumers and families ensuring service delivery and social and emotional support.
- 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.
- Must successfully obtain Criminal History Clearance from the PA State Police and Child Abuse Clearance from the PA Department of Welfare.
- 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#1780**

EQUAL OPPORTUNITY EMPLOYER