

SOUTHWESTERN PA AREA AGENCY ON AGING, INC.

JOB VACANCY NOTICE

POSITION: Provider Specialist
Domiciliary Care

PAY GRADE: 12

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

ESSENTIAL FUNCTIONS:

- Conducts facility inspections and evaluates Dom Care Services for Older Adults under Pennsylvania Code Title 6. Aging Chapter 21.
- Responds to emergency Dom Care situations by conducting unannounced inspections of Dom Care facilities.
- Responds to inquires from potential Domiciliary Care providers.
- Provides all necessary documentation and assistance to potential Dom Care providers during certification process and monitors all on-going certification requirements/status of certified providers and back up staff.
- Schedules and monitor all providers training and mandated requirements.
- Works directly with Dom Care staff and all providers to ensure compliance with program regulations.
- Responds to all program inquiries whether provider or consumer related.
- Conducts initial referral visits for Dom Care consumers and Maintains small caseload for the care management of Domiciliary Care consumers as program directs.
- Works closely with local Law and Safety Authorities as well as community organizations to promote program safety and visibility.
- Adheres to all policies, laws, regulations, and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies.

QUALIFICATIONS:

- Bachelor's Degree with a minimum of 2 years experience in the Domiciliary Care Program or related field.
- Ability to assist in moving consumer's personal effects weighing up to 50 pounds.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Welfare and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Demonstrated ability to inspect facility homes, identify violations of program regulations and ability to make appropriate recommendations during facility inspections.
- Demonstrated knowledge of financial entitlement programs and available social services.
- Demonstrated ability to establish and maintain effective working relationships with internal staff, providers, and other social service agencies.
- Ability to transport oneself in an insured vehicle, as program needs dictate.
- Ability to receive performance feedback and instructions calmly, without reacting negatively or emotionally.

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#1794

EQUAL OPPORTUNITY EMPLOYER