

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

**JOB VACANCY NOTICE**

**POSITION:** ASSESSMENT CASEWORKER (Full-Time)  
OPTIONS Assessment Unit

**PAY GRADE:** 12

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

**ESSENTIAL FUNCTIONS:**

- Performs comprehensive initial assessments and appropriate reassessments to determine level of care and service needs.
- Conducts psychosocial assessments with consumers and families and assists in determining level of care and eligibility, to make timely referrals to appropriate agencies.
- Responds to contacts from residential facilities and conducts follow-up visits at prescribed intervals to ensure continuation of agency subsidy for consumer residence.
- Participates in case conferences with all levels of program staff and provides testimony at level of care appeal hearings.
- Prepares and submits all required program forms, documentation and correspondence in an accurate and timely manner.
- Assists client with necessary correspondence and contacts to ensure the protection of client's rights and benefits.
- 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 social services field from an accredited college or university, and two years of psychosocial assessment experience.
- Must be willing to become a certified assessor as required by the Department of Aging.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Demonstrated ability to obtain vital information during an assessment interview to make proper recommendations.
- Demonstrated knowledge of financial entitlement programs and available social services preferable.
- Ability to interpret detailed medical records and documentation obtained from health care providers.
- Ability to transport oneself, as necessary, in the performance of essential functions.
- Must be proficient in computer literacy and keyboarding skills.
- Ability to understand and follow supervisory direction and work independently following established policies and procedures, including emergency situations.

**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, POSTING#1804-NO LATER THAN JANUARY 21, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**