

**SWPA AREA AGENCY ON AGING, INC.**

**Job Vacancy Notice**

**REVISED**

**POSITION:** Service Coordinator (FULL-TIME)  
Community Health Choices Waiver Program-Charleroi, PA

**PAY GRADE:** 13

**WAGE:** \$35,354 (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 Person Centered Service Plan (PCSP) required for participant.
- 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 PCSP 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, social and emotional support to consumers and families.
- Prepares and submits all required case forms, reports, billing documentation and correspondence in an accurate and timely manner.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**REQUIRED QUALIFICATIONS:**

- Bachelor's Degree in Social Work, Psychology, or related human services field from an accredited college or university and three (3) years related experience.
- 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 with reviewing case records.
- Must have basic computer literacy and keyboarding skills.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the Pennsylvania Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to transport oneself, as necessary, in 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#18188.**

**EQUAL OPPORTUNITY EMPLOYER**