

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

**Job Vacancy Notice**

**POSITION:** Secretary 2- Care Management (Part-Time)  
Charleroi Office

**PAY GRADE:** 6

**WAGE:** \$10.86/hr. (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Prepares and processes all program material such as reports, charts and proposals (internal and external) in an accurate and timely manner, ensuring their appropriate movement to the next step in the assigned process.
- Serves as staff person of an agency subdivision, providing primary clerical/office support for a program director, or group of supervisors.
- Creates and edits those documents which are necessary for successfully completing assignments, primarily responsible for the overall accuracy of the document and initiation of related processes and procedures.
- May serve as the program's initial contact with the public, clients, family members, etc., giving and receiving factual information about the program or services.
- Utilizes various Department of Aging and Department of Public Welfare computer systems/databases to generate reports and research consumer information.
- Maintains an accurate and up-to-date electronic Provider List.
- Assists with the tracking and resolution of Program service order and other data entry errors.
- 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:**

- Must have a minimum of four years' experience or equivalent combination experience and training, as determined by the Agency.
- 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.
- Knowledge of general office procedures, including interpersonal skills and telephone interaction.
- Demonstrated proficiency on a typewriter and/or computer keyboard, at a minimum speed of 55 words per minute with no more than 3 errors.
- Proficient in the use of Microsoft Excel.
- Ability to communicate with effectiveness and carry out specific instructions.
- Ability to sit for long periods of time during the work day.
- Ability to operate a keyboard and multi-line telephone simultaneously with a high degree of accuracy.

**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#18225-NO LATER THAN NOVEMBER 23, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**