

SOUTHWESTERN PA AREA AGENCY ON AGING, INC.

JOB VACANCY NOTICE

POSITION: Caseworker (Full-Time)
Person Centered Counseling/Information and Assistance
Charleroi, PA

PAY GRADE: 12

WAGE: \$31,805 (as a minimum)

ESSENTIAL FUNCTIONS:

- Implements, maintains and updates the agency's information and referral system while providing Person Centered Counseling to consumers with multiple Long Term Service and Support needs.
- Provides technical assistance to consumers and families ensuring quality service, social and emotional support.
- Conducts coordination with social service agencies and community resources to ensure the appropriate delivery of services to consumers.
- Conducts follow up to ensure the consumer is following their action plan while encouraging self-direction and self-determination.
- Make home visits to consumers assisting them with applications while working as a liaison among health and human service professionals.
- Performs a variety of office tasks and functions required by the agency for successful operations and expeditious delivery of quality services.
- Assists consumers with necessary correspondence and contacts to ensure protection of their rights and benefits.
- Prepares and submits all required reports, program forms, documentation and correspondence in an accurate and timely manner.
- Receives referrals from various sources, i.e., nursing facilities, personal care homes, physician's offices, hospitals, etc. for consumers who are in need of AAA services and programs other than those provided by the AAA.
- 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, Psychology, Gerontology or a related field from an accredited college;
- Demonstrated ability to establish and maintain effective working relationships with internal staff, providers and other social service agencies.
- Demonstrated ability to obtain vital information during an interview to make proper service recommendations;
- Must have basic computer literacy and keyboarding skills;
- Demonstrated knowledge of financial entitlement programs, existing health programs and available social services, area-wide.
- Ability to transport oneself in an insured vehicle, as program needs dictate.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care programs.
- Must successfully obtain Criminal History from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearance.

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#18242-NO LATER THAN DECEMBER 31, 2018.

EQUAL OPPORTUNITY EMPLOYER