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## OFFICE OF HUMAN RESOURCES

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## COUNTY OF SCHUYLKILL

### INTERNAL JOB POSTING NOTICE

<b>Department:</b>	Office of Senior Services
<b>Posting Date:</b>	November 22, 2016
<b>Closing Date:</b>	December 5, 2016
<b>Job Title:</b>	Aging Care Manager 1
<b>Class Code:</b>	L0647
<b>Location:</b>	Human Services Complex – OSS, 110 East Laurel Blvd., Pottsville PA
<b>Pay Rate:</b>	\$16.48/ per hour
<b>Work Hours:</b>	8:30 a.m. to 4:30 p.m. M-F 37.5 hrs/wk
<b>Type of Employment:</b>	Full-time Non-exempt Civil Service
<b>Union:</b>	AFSCME
<b>Duties:</b>	See Attached Job Description

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#### **ELIGIBILITY:**

This position is subject to the seniority provisions of a collective bargaining agreement. Applicants interested in this position must:

1. Be reachable on the Civil Service list of Certified Eligibles for the class title which is issued by the Civil Service Commission; OR
2. Be eligible for a lateral transfer (currently be a Civil Service employee in the announced classification); OR
3. Be eligible for voluntary demotion; OR
4. Be in a different class with the same pay range; OR
5. Be eligible for reinstatement, based on prior service, to an equal or lower-level classification;
6. Be a resident of Pennsylvania; AND

7. Be eligible for promotion without examination. Applicants must meet the following criteria for promotion without examination:
  - a. Have or have had regular civil service status in the next lower class. The following is considered the next lower class: Aging Case Aide 2.
  - b. Meet the Agency's criteria for Meritorious Service and Seniority which are:

Meritorious Service will be defined as:

    - (1) The absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and
    - (2) The last due overall regular or probationary performance evaluation was higher than "unsatisfactory" or "fails to meet standards".

Seniority will be defined as a minimum of one year in the next lower class(es) by the closing date of the posting.
8. All applicants must meet the minimum experience and training requirements which are:

A bachelor's degree which includes or is supplemented by 12 college-level credit hours in sociology, social work/social welfare, psychology, gerontology or other of the behavioral sciences; **or** three and one-half years of experience as an Aging Case Aide and 12 college-level credit hours in sociology, social work/social welfare, psychology, gerontology or other of the behavioral sciences; **or** an equivalent combination of experience and training which adds up to four years of experience and education which includes 12 college-level credit hours in sociology, social welfare, psychology, gerontology or other of the behavioral sciences. Qualifying experience would include coordinating assigned services as part of the client's care or treatment plan, teaching client living skills, aiding in therapeutic activities and providing socialization opportunities for clients. Experience providing hands-on personal care for disabled or elderly clients; maintenance of the client's home, room, or environment; or aiding in adapting the physical facilities of the client's homes, is **not** considered qualifying experience.

#### **HOW TO APPLY:**

Interested applicants are to forward a letter of intent and a resume to the Deputy Administrator. Any applicant needing to obtain additional information on this position can contact the Deputy Administrator. The last day for the posting is: **December 5, 2016.**

DeAnna Orlowsky, Deputy Administrator  
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Pottsville, PA 17901  
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