

SCHUYLKILL COUNTY
CLASSIFICATION DESCRIPTION

JOB TITLE: Aging Care Manager 1 – (Assessor/Care Manager)
DEPARTMENT: Human Services (Office of Senior Services)

GENERAL SUMMARY: Under direction, participate in formal and informal training sessions which provide methods, procedures, rules and regulations that govern the program and the internal operations of the agency in or to be able to conduct needs assessment in the home to evaluate level of need for Agency and referral services and to develop and coordinate implementation of care plans. As knowledge and skills are acquired, the difficulty of assignments increase and more latitude in judgement and decision making is permitted.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Obtain information necessary for assisting clients in obtaining a variety of social services designed for Older Adults on the basis of established policy.
2. Assist clients in developing and using their own potential and resources for more adequately resolving their social, health, and emotional problems.
3. Provide services to older adults, the frail elderly, the institutionalized aged and others not able to meet their own needs.
4. Make appropriate referrals, with follow-up, to other public and private social agencies and community resources in related fields concerning the needs and problems of clients.
5. Assist clients in utilizing various community resources to meet identified needs.
6. Prepare social studies and case histories and reports concerning information secured and services rendered.
7. Attend training courses and staff meetings.
8. Perform related work as required.

JOB SPECIFICATIONS:

*Indicates developed after employment

A Bachelor's Degree which includes or is supplemented by 12 college-level credit hours in sociology, 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 welfare, psychology, gerontology or other of the behavioral sciences; **or** any 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.

Knowledge:

Thorough knowledge of Department of Aging Policy, including APD manual.*
Thorough knowledge of PA Code, Title 6, Chapter 15 (Protective Services for Older Adults).*
Thorough knowledge of U.S. Older Americans Act.*
Thorough knowledge of casework principles and practices.
Thorough knowledge of department policies and procedures.*
Thorough knowledge of community, state and federal resources available to consumers.*
Thorough knowledge of medical terminology commonly used in geriatrics.*
Knowledge of HIPAA Regulations as they pertain to privacy, security, and confidentiality.*

Abilities:

Ability to evaluate a set of circumstances, analyze risk factors and prepare sound written assessments.
Ability to read medical charts.
Ability to communicate effectively in oral and written form.
Ability to establish effective relationships with consumers, social service and health care professionals.
Ability to prepare accurate records and reports.
Ability to plan and organize work to effectively manage caseload.
Ability to recognize and respond appropriately to family crises.

Working Conditions:

Work is performed in a variety of familiar and unfamiliar settings, and requires frequent travel and working alone much of the time. Work involves frequent interaction with individuals who are angry, upset, disoriented or under stress. Work may involve exposure to deteriorated living environments which could be hazardous to health. Moderate bending, stooping and lifting up to 25 lbs. is required.

DISCLAIMER:

Classification descriptions are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Aging Care Management Supervisor I
FLSA STATUS: non-exempt
DATE: 2007