

SCHUYLKILL COUNTY
CLASSIFICATION DESCRIPTION

JOB TITLE: Aging Care Manager 2 – (Assessor/Care Manager)
DEPARTMENT: Human Services (Office of Senior Services)

GENERAL SUMMARY: Under direction, conduct comprehensive assessment to evaluate level of need for facility, agency or referral services; recommend and develop a plan of care, coordinate implementation of the care plan and monitor the consumer's status. Recommendations are developed with the intent of maintaining the consumer's independence for as long as feasible. Employees are expected to have sufficient knowledge of community resources in order to be able to include all available options as a factor in assessing the consumer's circumstances and recommending a comprehensive care plan.

DUTIES AND RESPONSIBILITIES:

1. Meet with individual, family and health officials in individual's home, hospital or other care facility; evaluate needs for long-term care; assess health and social needs to determine level and locus of care needed; consult with physicians, nurses, therapists and other health care professionals to discuss outcomes; develop initial care plan, provide OBRA screens and assessments on individuals with mental health, mental retardation or developmental disabilities; arrange for completion of MA 51; make referrals to appropriate community services; coordinate service delivery, provide on-going assessment and re-evaluation.
2. Conduct home visits to explain Agency services, evaluate problems related to independent living, assess individual to evaluate social, emotional and functional capabilities; make referrals to appropriate community services; assist with budgeting of limited services. Provide on-going follow up to evaluate and determine continued need for services as prescribed and make changes as necessary.
3. Conduct and receive telephone calls regarding case information, speak with consumers, physicians, service agencies, home health agencies, potential information support resources, e.g. hospitals, senior centers; etc
4. Prepare case file: Complete assessment, care plan, client narrative, rating scale, DPW financial application, if necessary, service referral forms, sliding fee scale forms, cost calculation sheets, court reporting forms, etc., other agency forms as needed. Update all information and prepare appropriate forms as necessary.
5. Assist with intake of clients, assist with completion of PACE forms, property tax and rent rebate forms, take referrals for Aging services, receive phone calls to provide information concerning agency services, visit senior centers to provide program information and community outreach. Interpret programs policies to outside agencies. Participate in professional team meetings to review diagnosis, treatment plans and appropriate level of care within the long term care system, attend staff meetings to review case management.
6. Attend training seminars to stay abreast of changing regulations and laws. Assist with training and assessing of student interns or new agency staff.
7. If necessary, provide investigation and follow-up on PS referrals as assigned.
8. Perform related work as required.

JOB SPECIFICATIONS:

*Indicates developed after employment

Six months of experience as an Aging Care Manager 1, County Caseworker 1, or County Social Casework Intern; **or** one year of experience in public or private social work and a Bachelor's Degree which includes or is supplemented by 12 semester hours credit in sociology, social welfare, psychology, gerontology, or other related social sciences; **or** a bachelor's degree with a social welfare major; **or** any equivalent combination of experience and training including successful completion of 12 semester hours credit in sociology, social welfare, psychology, gerontology, or other related social sciences.

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.

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