



Lackawanna County Area Agency on Aging
200 Adams Avenue 3rd Floor
Scranton, PA 18503
Office: (570) 963-6740
Fax: (570) 963-6401

Job Posting

Class Position/Title: L0638 Aging Care Management Supervisor 1 Intake Unit (Information and Referral/Assistance)

Location: Lackawanna County Area Agency on Aging, 200 Adams Avenue, Scranton, PA 18503

Type of Job: Civil Service – Local Government

Union: No Union Representation (Not subject to provisions of a union agreement.)

Salary Range: \$34,500 - \$38,500 OR up to 8% increase of current salary of a Lackawanna County Area Agency on Aging employee

Posting Length: 10 Business Days

Posting Dates: 5/2/13 – 5/15/13

Description of Duties:

This is a professional position within the Lackawanna County Area Agency on Aging.

This Supervisor will report directly to the Aging Care Management Supervisor 3 (ACMS3), and will hold a Civil Service Classification of Aging Care Management Supervisor 1 (ACMS1).

The ACMS I will serve as the Intake Supervisor responsible to oversee the activities of the Intake (Information and Referral/Assistance) Unit. This unit is comprised of four (4) Aging Care Managers and/or Aging Care Manager Trainees specifically trained to evaluate incoming consumer calls, to gather pertinent information and route referrals to the appropriate program or service. The unit conducts periodic eligibility reviews of selected Home and Community Based Service Consumers and is trained to take "Reports of Need" for Protective Services. This unit also assists consumers with financial eligibility enrollment into the Aging Waiver Program.

Primary responsibilities include:

Insures unit's adherence to all County and Agency policies and procedures, especially personnel policies.

Understands, performs and trains staff on the actions and activities associated with SAMS, the state mandated electronic consumer database.

Provides pre-service and in-service training to unit members and to new agency staff.

Assists the ACMS3 in developing effective written policies for the Intake unit's activities.

Supervises the work of the Intake Unit staff to insure effective handling of intakes and cases. This includes insuring that intakes include all pertinent information, are routed correctly and that intake screenings result in appropriate action.

Coordinates Home Delivered Meals Only Program, including reviewing care plans, narratives and insuring timely reassessments.

Oversees the financial eligibility portion of enrolling consumers into the Aging Waiver Program. This includes assisting consumers in completion of a PA600, coordination of documentation between consumer, physician and County Assistance Office, creation/registration of the consumer in SAMS and arrange for transfer of case to Service Coordination Agency.

Keeps abreast of pertinent information and policies on Care Management, Protective Services, Pre-Admission Services, and Community Services to insure that intake screenings result in appropriate action.

Serves as case consultant to unit members on difficult cases. This includes actual field consultations when appropriate.

Serves as member of the supervisors team. This includes working presence at team meetings, and timely completion of team assignments.

Arranges and/or participates in agency involvement in appropriate outreach events, such as community information and health fairs.

Develops the Intake Unit schedule to insure effective coverage.

Issues program updates and assists with development of procedures as needed.

Provides supervision to ensure compliance with agency and department procedures as well as regulatory and program requirements.

Completes Personnel Evaluations on staff and assist in updating job descriptions.

Collects and maintains data regarding Unit activities and programs. Completes necessary program and statistical reports.

Creates a procedure manual and maintain and update manual when necessary.

Receives and approves monthly travel vouchers, vacation/personal/sick leave requests.

Acts as liaison with other units and agencies.

Attends and participates in staff conferences, trainings, quarterly agency meetings, and all other trainings as required.

Performs all other assigned work as required.

In order to comply with standards set forth by the Pennsylvania Department of Aging in meeting 24-hour availability of staff coverage, the ACMS1 will participate in the after hours supervisory rotation schedule. The time lapse between scheduled days on call is determined by the number of ACMS1 staff working at the LCAAA at the time.

The ACMS1 will report directly to the ACMS3.

Work Hours are Monday through Friday 8:30-4:30. This is a full time position.

Essential Functions:

1. Communicate effectively orally and in writing.
2. Organize, prioritize, plan and carry out workload.
3. Analyze data and other materials.
4. Interpret laws, regulations, and directives.
5. Produce program documents as needed.
6. Travel independently on demand.
7. Prepare and deliver presentations.
8. Maintain current on wide range of issues as they relate to older Pennsylvanians.

Last Date Job Applications Will Be Accepted: **May 15, 2013 at 4:00pm**

RECRUITMENT METHOD(S):

Applicants must meet one (or more) of the following methods to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination
- Reassignment
- Transfer
- Reinstatement
- Voluntary Demotion

ELIGIBILITY – ALL CANDIDATES

1. Meet the minimum experience and training for the job:
Three years of experience in public or private social work and a Bachelor's Degree; OR any equivalent combination of experience and training including successful completion of 12 semester hours of college level courses in sociology, social welfare, psychology, gerontology, or other related social sciences.
2. Be a resident of Pennsylvania
3. Be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY

CLASS RESTRICTIONS

Have held regular civil service status in one of the following classifications:

Aging Care Manager 2	County Casework Supervisor
Aging Program Assessor	County Social Worker 1
County Caseworker 2	County Social Worker 2
County Caseworker 3	County Social Work Supervisor

Applications will be reviewed and considered for Commonwealth and local government employees that hold or have held regular Civil Service status in a classification that has a logical occupational, functional or career development relationship to the posted position, or if there is a clear linkage between required knowledge, skills and abilities of the classification previously or currently held class with those needed for the posted position.

SELECTION CRITERIA

Must meet the minimum experience and training required for the job.

Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet standards.

Seniority is defined as a minimum of one year in the next lower class by the posting closing date.

APPLICATION INSTRUCTIONS

Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section." **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in the "How to Apply" section.

Additional information may be obtained by calling 570-963-6740, ext. 1419

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

HOW TO APPLY - ALL CANDIDATES:

The following materials must be mailed and postmarked on or before **the posting closing date:**

All interested candidates must submit an up-to-date civil service application with a letter of application for the position to the AAA Administrator on or before **May 15, 2013 at 4:00pm**. Mailing address for submission is 200 Adams Avenue, 3rd floor, Scranton, PA 18503.

Candidates applying under the promotion without exam option should also submit a copy of their latest Employee Performance Review.

Candidates applying under the voluntary demotion option **MUST** include a letter requesting a voluntary demotion and acknowledgement of a reduction in pay.

If you need an accommodation due to a disability when interviewing for this position, please advise the person who contacts you for the interview.

THE LACKAWANNA COUNTY AREA AGENCY ON AGING IS AN EQUAL OPPORTUNITY EMPLOYER.