

## SOUTHWESTERN PA AREA AGENCY ON AGING, INC.

### JOB VACANCY NOTICE

POSITION: Service Coordinator 1  
Aging Waiver Program  
Charleroi, PA

PAY GRADE: 13

WAGE: \$35,000 (as a minimum)

#### ESSENTIAL FUNCTIONS:

- Provides service coordination to consumers requiring community-based long term care services, enabling them to remain in their home.
- Develops and maintains an Individualized Service Plan (ISP) required for consumer, and oversees cost of care provided to consumer.
- Conducts comprehensive psychosocial reassessments as necessary to determine the continued medical and social support required for in-home care.
- Coordinates needed home health care, personal assistance services and other needed services with health care and other providers.
- Monitors the effectiveness of the ISP implementation through follow-up calls and visits at prescribed intervals.
- Ensures that the consumer is receiving the correct type, scope, amount, duration and frequency of services.
- Provides technical assistance and social and emotional support to consumers and families.
- Prepares and submits all required case forms, reports, billings, documentation and correspondence in an accurate and timely manner.
- Participates in case conferences with all levels of program staff.
- 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 or related field from an accredited college or university, or RN licensure with at least three years of experience in a social service or health care related setting.
- Must be available for On-Call and after hour services.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Welfare and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must have basic computer literacy and keyboarding skills.
- Demonstrated knowledge of financial entitlement programs and health/social services available to the consumers.
- Demonstrated ability to make incisive observations, obtain vital information and make appropriate recommendations during consumer/family interviews and/or while reviewing case records.
- Ability to transport oneself, as necessary, in the performance of essential functions.
- Ability to interpret detailed medical records and documentation obtained from health care providers.
- Demonstrated ability to handle consumers with chronic mental health conditions.
- Ability to work independently following established policies and procedures.

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#17154** EQUAL OPPORTUNITY EMPLOYER