

**SOUTHWESTERN PA AREA AGENCY ON AGING, INC.**  
**JOB VACANCY NOTICE**

POSITION: Care Manager 1  
Caregiver Support Program

PAY GRADE: 12

WAGE: \$31,500 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Provides care management services and in-home support to the primary caregiver of an elderly resident.
- Responds to requests for service by conducting case analysis with referred clients.
- Conducts psychosocial interviews to assess and reassess caregiver service needs, financial status, and the client's condition.
- Counsels families regarding available benefits, determining eligibility and implementing care and cost-sharing services.
- Identifies potential support resources, initiates contacts, and negotiates arrangements for care and required caregiver support.
- Prepares and submits all required program forms, documentation and correspondence in an accurate and timely manner.
- 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 or related field required
- Demonstrated knowledge of financial entitlement programs and health/social services available to the consumers.
- 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.
- Demonstrated ability to make incisive observations, obtain vital information and make appropriate recommendations.
- Ability to transport oneself, as necessary, in the performance of essential functions.
- Ability to occasionally assist in moving client's personal effects weighing up to 50 pounds.
- Ability to interpret detailed medical records and documentation obtained from health care providers.
- Ability to work independently following established policies and procedures.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: **POSTING#17161-NO LATER THAN OCTOBER 12, 2017.**

EQUAL OPPORTUNITY EMPLOYER