

JOB POSTING

Department:	Perry County Area Agency on Aging
Organization:	Perry County Area Agency on Aging
Job Code / Title:	02106009--Aging Case Aide 2 / L0609
Position Number:	80001103
County:	PERRY
Headquarter City/Address: (Work Location)	315 Keystone Way New Bloomfield, Pa 17068
Type of Job:	CIVIL SERVICE POSITION
Union:	No
Bargaining Unit:	No
Seniority Position:	No
Type Position:	Permanent/Full-Time
Salary Range:	\$31,140.20 annually / \$17.11 hourly to start
Pay Range & Step:	6 / MIN
Posting Length:	10 workdays
Posting Dates:	Open
Contact Name / Number:	Gregory A. Wlrth, Administrator / (717)582-5128
Additional Information:	Work hours are 8:00 a.m. to 4:00 p.m., Monday - Friday (70 hours bi-weekly). Travel, Overtime, & Afterhours work may be necessary.
Job Description:	The position provides outreach services, information and referral to consumers, person centered counseling, and general support to care management. The position will be responsible for assisting with the PAMEDI Program, being the liaison for the Senior Centers, and monitoring contract adherence. The position will become trained in PAMEDI and Person-Centered Counselling and will enroll consumers into the PAMEDI programs and/or provide education. The position will identify through the use of assessment devices the needs of clients on less complex assessments and reassessments and counsels them in trying to alleviate problems. The position maintains contact with the Senior Centers and monitors their compliance to present contracts while completing required reports. The position is expected to exercise initiative and independent judgment in discharging their assignments, seeking advice and help only with the more unusual and difficult cases. Work is reviewed by a professional or administrative superior through an evaluation of case records, through individual and group conferences and an evaluation of reports.
Last Date Job Applications Will Be Accepted:	April 11, 2022

RECRUITMENT METHODS:

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

- Promotion Without Exam
- Transfer
- Reassignment
- Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year as an Aging Case Aide I; or two years of public contact work, including one year in a human services program; or any equivalent combination of experience and training.
2. State Civil Service Commission Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania.
4. Must be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

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

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SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
3. 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.
4. Seniority, defined as a minimum of one (1) year(s) in the next lower class(es) by the posting closing date of April 11, 2022.

APPLICATION INSTRUCTIONS

5. 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 "How To Apply" section.
6. Additional information may be obtained by calling: (717)582-5128

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 April 08, 2022. Late applications will not be accepted.

1. Completed Civil Service Application, Form SCSC-1 (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attention: Gregory A. Wirth, Administrator
Perry County Area Agency on Aging
315 Keystone Way, P.O. Box 725
New Bloomfield, PA 17068
gwirth@perryco.org

PERRY COUNTY IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.