

## JOB POSTING

<b>Department:</b>	Perry County Area Agency on Aging
<b>Organization:</b>	Perry County Area Agency on Aging
<b>Job Code / Title:</b>	L0636 / Agng Cre Mgr 3 Lcl Govt
<b>Position Number:</b>	80001114
<b>County:</b>	Perry
<b>Headquarter City/Address: (Work Location)</b>	315 Keystone Way New Bloomfield, PA 17068
<b>Type of Job:</b>	Civil Service Position
<b>Union:</b>	Yes
<b>Bargaining Unit:</b>	Yes
<b>Seniority Position:</b>	Yes
<b>Type Position:</b>	Permanent/Full Time
<b>Salary Range:</b>	\$49,085.40 annually / \$26.97 hourly to start
<b>Pay Range &amp; Step:</b>	Grade 9 / MIN 0
<b>Posting Length:</b>	10-week days
<b>Posting Dates:</b>	5/28/2025 – 6/10/2025
<b>Contact Name / Number:</b>	Alyson Thebes, Director / 717-582-5128
<b>Additional Information:</b>	Work hours are 8:00am to 4:00pm, Monday-Friday (70 hours bi-weekly). Travel, Overtime, On-Call & After-hours work may be necessary.
<b>Job Description:</b>	Position investigates reports of abuse, neglect, exploitation, and/or abandonment, develops service plans, and manages specialized services for older adults. Work is performed independently in accordance with statutory requirements and timeframes; and is reviewed by a supervisor through conferences, reports, and assessment of outcomes.
<b>Last Date Job Applications Will Be Accepted:</b>	June 10, 2025

### 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 Care Manager II or Aging Program Assessor; or
  - One and one-half years of professional human services, law enforcement, or nursing experience; and a bachelor's degree in social sciences, human services, or a closely related field; or
  - An equivalent combination of experience and training which includes six months of professional human services, law enforcement, or nursing experience
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:
  - Aging Case Manager 2
  - County Casework 2

**SELECTION CRITERIA**

1. Meet the minimum experience and training required for the job.
2. 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.
3. Seniority, defined as a minimum of one (1) year(s) in the next lower class(es) by the posting closing date of **June 10, 2025**.

**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.** 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 emailed or mailed and postmarked on or before **June 10, 2025**. Late applications will not be accepted.

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:

MAILED:

Attention: Alyson Thebes, Director  
Perry County Area Agency on Aging  
315 Keystone Way, PO Box 725  
New Bloomfield, PA 17068

EMAILED:

athebes@perryco.org

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