

B/S/S/T Area Agency on Aging has a vacancy for an Aging Care Manager in our Towanda, PA office. The Aging Office is looking for someone who has a passion to work with older adults, veterans and the disabled population. Responsibilities include maintaining a care management caseload, taking referrals, conducting home visits, completing assessments, developing care plans, arranging for services, monitoring ongoing needs of individuals, serving as a link to community services, maintaining cooperative working relationships with service provider and ensuring services are being provided as directed.

Applicant must be a strong consumer advocate who can maintain a balance of objectivity and empathy. Applicant must have excellent communication skills, multi-tasking skills and enjoy working as a team providing support to other staff as well as having advanced computer and documentation skills.

Travel is required throughout a specific demographic area with mileage reimbursement. **Must** have a reliable vehicle for work related travel, up-to-date vehicle insurance and possess a valid driver's license.

This is a full time position (40 hrs. a week; Monday-Friday 8am-4:30pm) with benefits including health insurance, paid time off (vacation, sick, holiday, personal) and 401(k).

Selected applicant **must** pass a state police criminal clearance, child abuse clearance and if necessary a FBI clearance. These clearances will be obtained with assistance from the Area Agency on Aging, and free of charge to the selected individual

Minimum Experience and Training Requirements:

- (1). Have a bachelor's degree which includes at least 12 college-level credit hours in sociology, social welfare, psychology, gerontology, or another behavioral science
- (2). Six (6) months experience as an Aging Care Manager 1; County Caseworker 1; or County Social Work intern; or one (1) year of experience in public or private social work.

Interested persons should submit a resume to Bridget Worthington at bworthington@bsstaaa.org or by mail to Area Agency on Aging, 220 Main Street, Unit 2, Towanda, PA 18848.

An Equal Opportunity Employer.