

EMPLOYMENT OPPORTUNITY
Area Agency on Aging, Inc.

B/S/S/T Area Agency on Aging, Inc. has a vacancy for a **Secretary/Benefits Counselor** in the Montrose, PA office. B/S/S/T AAA is looking for an individual who can promote a positive, friendly and professional image to the public. This individual should have a passion for working with the 60+ population and be willing to promote the AAA's mission. Job responsibilities include greeting the public, answering phones, and data entry; providing information and education to the general public and older adults on available services, programs and community resources; and providing health insurance counseling to Medicare beneficiaries. Candidate must possess effective communication skills both orally and written along with general office/secretarial skills. This is a full time position (40 hrs. a week; Monday-Friday 8am-4:30pm) with benefits including health insurance, paid time off and 401(k).

Selected applicant must pass a PA State Police criminal clearance, PA 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 Training and Experience Requirements:

One (1) year as an Aging Case Aide 1; or two (2) years of public contact work, including one (1) year in a human services program; or any equivalent combination of experience and training.

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 by **5:00pm** on November 16, 2020. An Equal Opportunity Employer.