

EMPLOYMENT OPPORTUNITY
B/S/S/T Area Agency on Aging, Inc.

B/S/S/T Area Agency on Aging has a vacancy for a **Service Coordinator** in Towanda, PA office. Responsibilities include taking referrals, conducting home visits to Aging Waiver consumers, completing assessments and re-assessments, developing care plans, arranging for services, monitoring ongoing needs of older consumers and maintaining cooperative working relationships with a variety of service providers. Ensure that services are provided as ordered and delivered appropriately.

Candidate must be proficient in computer usage. Travel required with mileage reimbursement. Must have a reliable vehicle for work related travel, vehicle insurance and possess a valid driver's license.

This is a full time position (40 hrs. a week; Monday-Friday 8am-5pm) with benefits including health insurance, paid time off and 401(k).

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

Must complete and pass the Assessor Credentialing test administered by the PA Dept. of Aging

Minimum Experience and Training Requirements:

- (1). Must have an RN or have a Bachelor's degree in Social Work, Psychology or other related fields.
- (2). Must have at least three (3) years of experience in a social service or health care related setting.
- (3). Must have one (1) year of experience in completing assessments to determine an individuals' functional needs.

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 March 11, 2019.

An Equal Opportunity Employer.