

County of Lebanon

Job Announcement

October 2, 2018

Position: Aging Care Manager 2 (APPRISE)

Department: Area Agency on Aging
710 Maple Street 2nd Floor
Lebanon, PA 17042

Available: Immediately

Bargaining Unit: Teamsters Local 429

Hours: 8:00AM- 4:30PM, Monday through Friday

Pay Grade: Grade 10 (Union Pay Chart)

Salary Range: \$32,639

- **How To Apply** - applicants will be evaluated and approved by Civil Service on experience and training. The position is currently posted on the Civil Service employment website and will close October 16, 2018. Those interested must apply at www.employment.pa.gov. Navigate to Open Jobs and apply for the Aging Care Manager 2 for Lebanon County Area Agency on Aging. You may also contact C. Keeney at the Agency by calling 717-273-9262 or email ckeene@lebcnty.org.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Responsible for the efficient operations of the Agency APPRISE Program, which is a free Medicare counseling program designed to assist beneficiaries to make informed and cost-effective decisions on healthcare choices. Ensure that established benchmark goals are met and the services are provided in accordance with Federal, State and local regulations and policies. Create community enrollment events, and various marketing and public relations activities. Develop and maintain a network of highly trained volunteers to assist in the provision of APPRISE SERVICES. Plan, market, and coordinate the annual open enrollment period events to include informational meetings and individual counseling sessions. Conduct monthly Medicare Seminars.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Six months of experience as an Aging Care Manager 1, County Caseworker 1 or County social Casework Intern; OR 1 year of experience in public or private social work and a bachelor's degree which or is supplemented by 12 college-level credit hours in sociology, social work/social welfare, psychology, gerontology or other related social sciences; OR a bachelor's degree with a social work/social welfare major; OR an equivalent combination of experience and training including successful completion of 12 college-level credit hours in sociology, social work/social welfare, psychology, gerontology or other related social sciences.

An Equal Employment Opportunity Employer

COUNTY GOVERNMENT EMPLOYEES MAY CONTACT:

Charlene Keeney
Administrative Assistant
710 Maple St.
Lebanon, PA 17046
ckeene@lebcnty.org
Ph: 273-9262

NON-COUNTY EMPLOYEES MAY CONTACT:

CareerLink
Attn: Ms. Doan Barefield, Program Supervisor
243 Schneider Dr.
Lebanon, PA 17046
Ph: 274-2554, ext. 138
dbarefield@pa.gov