

## JOB POSTING

<b>Department:</b>	Area Agency on Aging
<b>Organization:</b>	Pike County Area Agency on Aging
<b>Job Code / Title:</b>	L0647 / <b>Aging Care Manager I</b>
<b>Position Number:</b>	L0647
<b>County:</b>	Pike
<b>Headquarter City/Address: (Work Location)</b>	150 Pike County Blvd Lords Valley, PA 18428
<b>Type of Job:</b>	Civil Service
<b>Union:</b>	Yes
<b>Bargaining Unit:</b>	District Council 87 - AFL-CIO
<b>Seniority Position:</b>	No
<b>Type Position:</b>	Permanent/Full- Time
<b>Salary Range:</b>	\$27,296.00
<b>Pay Range &amp; Step:</b>	33
<b>Posting Length:</b>	2 Week
<b>Posting Dates:</b>	05/14/2018 – 5/25/2018
<b>Contact Name / Number:</b>	Pike County Area Agency on Aging Department – Sue VanOrden 570-775-5550 Ext:1303
<b>Additional Information:</b>	Work Hours: 7am – 4pm OR 8am – 4:30pm Monday – Friday ( 80 Hours Bi-Weekly)
<b>Job Description:</b>	See Attached
<b>Last Date Job Applications Will Be Accepted:</b>	May 29, 2018

### RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists
- Reassignment
- Transfer
- Reinstatement
- Promotion without Examination
- Demotion

### ELIGIBILITY – ALL CANDIDATE (S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:
  - A bachelor's degree which includes or is supplemented by 12 college-level credit hours in sociology, social welfare, psychology, gerontology or other related social sciences; **OR** three and one-half years of experience as an Aging Case Aide and 12 college-level credit hours in sociology, social welfare, psychology, gerontology or other related social sciences; **OR** any equivalent combination of experience and training which includes 12 college-level credit hours in sociology, social welfare, psychology, gerontology or other related social sciences.
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 Aide 2
- County Social Services Aide 3

County Caseworker 1 would be a reassignment move.

*In addition, a determination will be made for other classes as to whether a logical occupational, functional or career development relationship exists with the posted position, or if there is a clear linkage between required knowledge, skills and abilities of the classification previously or currently held with those needed for the posted position.*

## **HOW TO APPLY – ALL CANDIDATES:**

The following materials must be mailed and postmarked on or before 05/09/2017  
Late applications will not be accepted.

1. Copy of Civil Service 1 form application, and or a Pike County Application.
2. Must show that you meet the Civil Service Status requirements.

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.

## **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 05/09/2017.

## **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.** Send completed application materials to the address listed in "How To Apply" section.

Additional information may be obtained by calling: 570-775-5550 Ext: 1303

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

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:

Pike County Area Agency on Aging  
150 Pike County Blvd.  
Lords Valley, PA 18428

**PIKE COUNTY IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.**