

# **JOB DESCRIPTION**

**PROGRAM:** STEP Office of Aging  
**JOB TITLE:** Long Term Care Assessor I  
**CLASSIFICATION:** Caseworker I  
**PAY GRADE:** 11

## **JOB SUMMARY**

This position determines clinical eligibility of both elderly and disabled individuals of all ages for nursing facilities, personal care homes and various in-home programs such as the Medicaid Waiver Programs and OBRA assessments. The position reviews medical information and interviews clients in completing a comprehensive assessment to determine the most appropriate level of care.

## **SUPERVISORY RELATIONSHIPS**

**SUPERVISES:** Not Applicable  
**REPORTS TO:** Home and Community Based Services Manager

## **ESSENTIAL QUALIFICATIONS**

- Bachelor's degree in Social Work or a related field, and one year of experience in public or private social work that involves comprehensive functional and/or psychosocial assessments; and,
- Certification for completion of level of care determination assessments (LCD) must be achieved during initial employment period

## **GENERAL REQUIREMENTS**

- One year of experience with both operating personal computer hardware within a networked environments and Microsoft Office products including Word, Access, and Excel;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, and Motor Vehicle Record check current within 90 days of employment; and the ability to be bonded;
- Ability to travel out-of-town and overnight for Agency purposes;
- Valid driver's license and an insured vehicle available daily or other arrangements for transportation in order to fulfill job duties; and,
- Clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit, stand, climb stairs and safely lift and carry twenty pounds unassisted, have unrestricted use of the upper body, and corrected or uncorrected hearing and vision within normal ranges and the ability to access handicapped-inaccessible residences.

## **SPECIFIC DUTIES**

- ❖ Performs the Level of Care Determination (LCD) Assessment and OBRA Assessments according to the Aging Policy and Procedures Manner (APPM) in hospitals, nursing facilities, personal care homes, client homes, and similar locations throughout Lycoming and Clinton Counties;
- ❖ Completes the LCD Assessment process on all applicants for the following: Department of Human Services (DHS) payment for nursing facility placement, Aging Waiver Program, Albright LIFE, other DHS Waiver Programs for people with disabilities aged 18 to 59, and Special State

**JOB DESCRIPTION**  
**Long Term Care Assessor I**

---

Supplement for placement in a licensed personal care home; and others seeking a level of care determination;

- ❖ Reviews the OBRA Pre-admission Screening Form, the Medical Evaluation Form (MA 51) or physician's script for in-home care in a DHS waiver program, and hospital or nursing facility medical charts; completes, when appropriate, an assessment interview with the customer and, as indicated, contacts physicians, other medical personnel, family members, and others providing support to the customer, so as to complete the assessment and make a level of care determination; completes the LCD and the Determination Report indicating if the level of care is nursing facility clinically eligible or nursing facility ineligible;
- ❖ Completes all required and requested documentation in the SAMS/OMNIA computer data base;
- ❖ Makes a referral to the Independent Enrollment Broker (IEB) for any of the DHS in-home waiver service programs and cooperates with IEB in the enrollment process;
- ❖ Informs clients of options available to them to meet their needs;
- ❖ Makes referrals for Aging services, or to other service providers, as appropriate;
- ❖ Consults with supervisor during assessment process, as needed, and submits completed assessment for review by a supervisor and registered nurse;
- ❖ Prepares required determination report and LCD Alert Form to notify the client and the IEB of the level of care determination;
- ❖ Completes a comprehensive pre-admission screening instrument (OBRA-EV), as required by OBRA regulations, on some nursing facility applicants with mental illness, Intellectual Disability or other related conditions; locates and obtains current medical, psychological and psychiatric reports, or schedules required evaluations if such reports are not available and prepares all forms, records, and recommendations to be forwarded to the appropriate DHS Program Office;
- ❖ Provides testimony at an appeal hearing, if determination is appealed;
- ❖ Back up staff to receive reports of need for protective services; completes Report of Need for Protective Service and notifies the Protective Service Supervisor immediately for the Report to be assigned;
- ❖ Completes daily and monthly reports, as required;
- ❖ Implements all Department of Aging Program Directives, and all STEP and AAA policies and procedures, as they apply;
- ❖ Complies with applicable Federal, State, and Local laws and regulations;
- ❖ Attends training as assigned and shares information with appropriate staff; and,
- ❖ Performs work related to their job classification as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- ❖ Knowledge of the following:
  - Customer service principles;
  - Microsoft Office Suite, including but not limited to Microsoft Word, Excel, Access, Power Point, and Publisher components;
  - Professional social casework principles, practices, and methodologies;
  - Individual, group, and family behavior and ways of working effectively with the elderly and disabled;
  - Current and economic, social and health problems of the elderly and disabled;
  - Effects of mental illness, Intellectual Disability, and other related conditions on individuals;
  - Mental health services system; and,
  - Illnesses that are more common and their functional, social, economic, and psychological implications.

**JOB DESCRIPTION**  
**Long Term Care Assessor I**

---

- ❖ Skills in the following:
  - Writing, editing, and communicating, including knowledge of English grammar, spelling, and punctuation as they would relate to the production of reports, care plans, and other operational documents, as well as their use in communicating with a variety of individuals and groups;
  - Using a keyboard and personal computer; and,
  - Communication, such as speaking, listening, and interviewing to clearly express ideas and to effectively interact with customers, co-workers, management, outside agencies, and the public.
- ❖ Ability to perform the following:
  - Comprehensive assessments, including psychosocial information;
  - Determine the appropriate level and locus of care and justify the determination;
  - Work effectively with people and aid them to grow in the constructive utilization of their capabilities and in adjusting to their specific problem(s);
  - Organize and plan work;
  - Arithmetic calculations sufficient to complete income eligibility forms and cost of service and cost share calculations;
  - Analyze and interpret case records and recommend sound courses of action based upon logical professional perspectives;
  - VAMC SLUMS Evaluation;
  - Evaluate a person's decision-making capacity;
  - Evaluate the safety of living arrangements and housing;
  - Recognize situations that indicate an older adult is at imminent risk of death or serious physical harm;
  - Be creative, resourceful, and flexible;
  - Collect, organize, analyze, and process information accurately, quickly, and efficiently;
  - Identify and meet goals, objectives, outcomes, and timelines within broad parameters;
  - Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
  - Establish and maintain effective working relationships with staff, administrators, partnering agencies, elected officials, government agencies, businesses, customers, and the public;
  - Analyze, evaluate, and recommend action on customer needs;
  - Understand and accept the needs and rights of others, and to effectively communicate with customers;
  - Work independently, as well as within a team;
  - Speak to groups of varied socio-economic backgrounds;
  - Plan and organize work, prepare adequate records and reports, set priorities, and maintain a caseload in an effective and timely manner;
  - Think creatively and to work cooperatively with supportive staff and outside agencies to promote and improve senior citizen services;
  - Interpret written and oral information; and,
  - Project a positive image.