JOB DESCRIPTION

PROGRAM: **STEP Office of Aging**

JOB TITLE: **Long Term Care Assessor I**

CLASSIFICATION: **Caseworker I**

PAY GRADE: **11**

JOB SUMMARY

This position completes clinical eligibility assessments for individuals 18 and over for nursing facility or personal care home placement, and for participation in the Community Health Choices program. The position reviews medical information and interviews clients to complete a comprehensive assessment determining their level of care.

SUPERVISORY RELATIONSHIPS

SUPERVISES: Not Applicable
REPORTS TO: Social 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,
- ❒ Functional Eligibility Determination (FED) and Pennsylvania Individualized Assessment (PIA) system minimum competency requirements 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 Functional Eligibility Determination (FED) according to the Aging Well Policy and Procedures Manual in hospitals, nursing facilities, personal care homes, client homes, and similar locations throughout Lycoming and Clinton Counties;
- ❖ Completes the FED Assessment process on all applicants for the following: Department of Human Services (DHS) payment for nursing facility placement, Albright LIFE enrollment, Community Health Choices program for individuals age 18 and over, and Special State Supplement for placement in a licensed personal care home; and others seeking a level of care determination;

- ❖ Reviews the Pre-Admission Screening Annual Resident Review form (PASRR ID Level I), the Medical Evaluation Form (MA 51), the Community Health Choices Physician's Certification Form, and facility medical records; completes an assessment interview with the customer and, if needed, contacts the consumer's collateral supports to ensure accurate completion of the assessment; completes the FED and the Determination Report indicating assessment results;
- ❖ Completes all required and requested documentation in the PIA system and the WellSky computer database;
- ❖ Makes referrals to the Independent Enrollment Broker (IEB) per policy and cooperates with IEB in the enrollment process;
- ❖ Informs clients of options available to them to meet their needs;
- ❖ Makes referrals for services to providers as appropriate;
- ❖ Consults with supervisor during assessment process;
- ❖ Prepares required FED Determination Report;
- ❖ Completes a comprehensive preadmission screening instrument (PASRR ID Level II), as required by OBRA regulations, on nursing facility applicants that screen positive as a Target Admission on the PASRR ID Level I form – for 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; prepares all documents and recommendations to be forwarded to the appropriate DHS Program Office;
- ❖ Provides testimony at an appeal hearing, if determination is appealed;
- ❖ Backs up staff to receive Reports of Need (RON) 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;
- ❖ Attends Basic Protective Services training at one year of employment and becomes certified to perform Older Adults Protective Services;
- ❖ Successfully completes two Older Adult Protective Services Reports of Need Investigations prior to providing On Call coverage; and,
- ❖ Performs work related to the 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 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.
- ❖ 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;
- 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 perspective;
- 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 socioeconomic 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.