JOB OPENING

TITLE: ASSESSMENT WORKER TRAINEE - LONG TERM CARE ACCESS

DEFINITION: Under the joint supervision of an Assessment Supervisor and a Nurse Consultant in Long Term Care Access, this position is responsible for the comprehensive assessment, both clinical and financial, level of care determination, and follow-up of individuals age 18 and over who seek Long Term Care services. The Assessment Worker Trainee position has increased supervision by the Assessment Supervisor and Nurse Consultant.

QUALIFICATIONS:

   Education:
   ▪ Bachelor's degree in Social Work or related behavioral science

   Experience:
   ▪ Less than two years social work experience, preferably in the areas of aging, community health, nursing home, hospitals discharge planning or family counseling/mediation.

   Personal Characteristics:
   ▪ Well organized with high energy level.
   ▪ Extremely well developed communication and interpersonal skills.
   ▪ Ability to quickly acquire needed knowledge and manage a high volume of clientele and paperwork with attention to productivity and detail.
   ▪ High level of flexibility.

   Additional Requirements:
   ▪ Valid driver's license, good driving record and access to a fully insured car.
   ▪ Drug testing.
   ▪ Criminal history clearance.
   ▪ Basic computer utilization skills and ability to work effectively in "windows" environment.

GOALS:
To provide each applicant with a expeditious, comprehensive assessment with a resultant recommendation of level of care and locus of care provided in the least restrictive available program or facility. To provide those consumers and their families with clear and comprehensive financial and clinical counseling so that they have a clear understanding of their alternatives and make an informed decision regarding provision of their care. To ensure that all applications for long term care medical assistance benefits are accurately processed according to established time frames. The Assessment Worker Trainee maintains the highest level of professional ethics, continually seeking opportunities for increased knowledge, growth and development within guidelines of departmental coverage and funding.
DUTIES AND FUNCTIONS:

a. Completes a weekly maximum of 6, standardized Pennsylvania Department of Aging assessments, Functional Needs measurements and financial screening tools for consumers seeking Nursing Home, Personal Care Home or Domiciliary placement or long term care services through the community based programs of Pennsylvania Department of Aging (Options, Waiver, and Family Care Giver Support).

b. Completes financial screening for all applicants, obtaining verification when necessary, Medical Assistance application when appropriate and provides applicants with financial counseling so that they can make informed decisions regarding the location of their care.

c. Completes the Preadmission Screening/Annual Resident Review Process (PASARR) for individuals seeking nursing home placement who have been identified with mental illness, mental retardation, or other related disability as required by the Omnibus Reconciliation Act of 1987 (OBRA 1987).

d. Makes appropriate level of care determination based on comprehensive assessments and information received from consumer, family and referral source. Consults with supervisor, nursing staff and other disciplines as necessary to make determinations.

e. Evaluates the financial status and availability and appropriateness of community long-term care services and programs to meet consumer’s needs, determining their locus of care with the consumer assuring the consumer’s preferences are honored to the maximum extent possible.

f. Develops with the consumer an initial comprehensive consumer care plan, based on the level and locus of care decision and the consumer’s preference. Presents all alternatives utilizing counseling and mediation skills.

g. Calculates cost-share percentages as appropriate.

h. Discusses care plan and cost-sharing, when appropriate. Presents all alternatives utilizing counseling and mediation skills

i. Advocates and follows-up for final disposition of consumer to assure appropriate placement and/or service needs are met.

j. Conducts reevaluations regarding level of care determination as necessary.
k. Conducts annual re-certifications of eligibility for State NH grant, SSI Supplement for Domiciliary Care and Personal Care Home residents.

m. Completes all required forms for consumer's assessment, nursing home grant eligibility of State SSI Supplement eligibility, and other written reports as required.

n. Coordinates with County Assistance Office, providers, and other PCA Long Term Care staff.

o. Attends staff and unit meetings, in-service training and other training’s or meetings as required.

p. Participates in on-going problem solving, program evaluation and development with team and all staff.

q. Represents program policy, procedures, and objectives to consumers, providers and the public.

r. Inputs and maintains data in a consumer based automated system on a timely and accurate basis.

s. Performs other duties as assigned.

PERFORMANCE:
Examples of performance measures:
- Accuracy and thorough use of assessment tools.
- Timeliness and accuracy of level/locus of care decisions.
- Timeliness and accuracy of DPW financial applications.
- Accuracy and completeness of data entry.
- Ability to explain long term care alternatives to applicants and their families.

Customers:
- Disabled individuals over the age of 18
- Older persons and families.
- Agencies and institutions.
- General public.

(rev. 05/03)

SALARY: $29,328.00

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