

See the "Job Requirements" section of this announcement for information on documents which you must submit with your online application.

TEST ANNOUNCEMENT 2012-109  
ISSUED - JANUARY 9, 2013  
REVISED – SEPTEMBER 21, 2015  
CLOSING DATE – OPEN  
CONTINUOUSLY

Commonwealth of Pennsylvania  
State Civil Service Commission

Examinations

for

**AGING CARE MANAGERS  
(LOCAL GOVERNMENT)**

| <u>Exam No.</u> | <u>Job Title</u>                        | <u>Job Code</u> | <u>Pay Schedule and Range</u> |
|-----------------|---|-----------------|-------------------------------|
| 1.              | Aging Care Manager 1 (Local Government) | L0647           | *                             |
| 2.              | Aging Care Manager 2 (Local Government) | L0635           | *                             |

**Entry level hires for these job classes may be made at either the Aging Care Manager 1 (Local Government) or Aging Care Manager 2 (Local Government) level. For this reason, if you believe you meet the minimum requirements for the Aging Care Manager 2 (Local Government) level, you should apply for both job titles. You will NOT be permitted to add job titles after you test.**

\*Local government salaries vary. Contact the Human Resources Office of the local government agency where you are interested in working for specific information.

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

**Veterans:** Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, visit the Commission's website, Job Seekers page, for [Veterans](#); visit one of our offices; or contact us at [ra-cs-vetpreference@pa.gov](mailto:ra-cs-vetpreference@pa.gov).

**NATURE OF WORK**

You will provide care management services to clients and their families to aid them in resolving or adjusting to their problems or situations. This involves obtaining information from clients, clients' families, and others in order to identify any social, economic, emotional, health, or physical problems, and obtain appropriate services for them. You will collaborate with other social service agencies, hospitals, clinics, courts, and community resources in planning to meet the needs of clients and assisting clients in utilizing their resources. You will prepare social histories, case histories, correspondence, reports, and records using a personal computer.

Aging Care Managers 1 (Local Government) are promoted to Aging Care Manager 2 (Local Government) after 6 months of successful job performance.

Aging Care Managers 2 (Local Government) are responsible for more complex cases.

### **JOB REQUIREMENTS**

You will be tested **before** your qualifications are reviewed. Your test results will count only if you meet all job requirements. If after reading the requirements you are not sure you qualify, contact one of the Commission's offices listed at the end of this announcement for guidance.

For some jobs, offers of employment will be made only if you are willing to travel. Travel expenses will be paid.

You are subject to Pennsylvania residency requirements and must be able to perform the essential functions of the job. Visit the Commission's website, Job Seekers page, for [PA Residency Information](#).

If you are a final candidate for a position covered by the Older Adults Protective Services Act, you will have to obtain a report of criminal record information, at your own expense, from the Pennsylvania State Police, or a statement that the State Police Central Repository contains no information relating to you. If you have not been a resident of Pennsylvania for two years prior to the date that you received notification that you are a final candidate, you are also required to furnish a report of Federal Criminal History Record Information, at your own expense, from the Federal Bureau of Investigation.

#### **Minimum Requirements:**

Aging Care Manager 1 (Local Government) – 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.

Aging Care Manager 2 (Local Government) – 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 includes 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 welfare, psychology, gerontology or other related social sciences.

#### **Clarification of Requirements:**

You may substitute related education for the required experience or appropriate experience for the required education. Unrelated experience or education will not be accepted.

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| <b>IF YOU DO NOT HAVE A BACHELOR'S DEGREE WITH A MAJOR IN SOCIOLOGY, SOCIAL WORK/SOCIAL WELFARE, PSYCHOLOGY, GERONTOLOGY OR RELATED AREA, YOU MUST SUBMIT A LIST OF COLLEGE COURSES OR A COLLEGE</b> |
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**TRANSCRIPT WHICH INCLUDES THE 12 COLLEGE-LEVEL CREDIT HOURS  
REQUIRED IN THESE AREAS.**

Aging Care Manager 1 (Local Government)

Qualifying experience would include coordinating assigned services as part of the clients' care or treatment plans, teaching clients living skills, aiding in therapeutic activities and providing socialization opportunities for clients.

Experience providing hands-on personal care for disabled or elderly clients, maintenance of the clients' homes, room or environment or aiding in adapting the physical facilities of the clients' homes is **not** considered qualifying experience.

**JOB OPPORTUNITIES**  
**EQUAL OPPORTUNITY EMPLOYER**

Lists created by these tests will be used to fill future vacancies as they occur due to retirements, promotions, transfers, resignations and so forth.

Employment preference may be given to residents of the counties where the jobs are located.

Promotion preference may be given to employees who work in the counties where job openings occur.

Employment preference will be granted to individuals aged 60 and over for jobs with the Department of Aging and Area Agency on Aging Offices.

These positions are located in Area Agencies on Aging that are covered by civil service. To inquire if an Area Agency on Aging is covered by civil service in the county that you are interested in working and to receive the most recent information on job opportunities, contact the Area Agency on Aging directly (located in the telephone directory under "Government – County" or click on [List of Area Agencies on Aging](#)).

**TESTING**

The test will be administered on a computer. Information about computerized testing is available online at [www.scsc.pa.gov](http://www.scsc.pa.gov).

You will have a maximum of 2 1/2 hours to complete the test which will cover the following subject areas:

| <u>Subject Area</u>                   | <u>Number of Questions (both titles)</u> |
|---------------------------------------|--|
| Principles and Methods of Social Work | 25                                       |
| Individual and Group Behavior         | 25                                       |
| Effective Expression                  | 25                                       |
| Personal Computer Usage               | 10                                       |
| Reading Comprehension                 | <u>25</u>                                |
| Total                                 | 110                                      |

The test will be administered in the Harrisburg, Philadelphia and Pittsburgh State Civil Service Commission offices, Monday through Friday.

The test also will be held approximately 10 days a month at additional test centers located in Erie, Johnstown, Lock Haven, and Scranton. For further details on test dates, contact the Commission's Test Administration Unit; Telephone (717) 787-2935.

If you take the test and want to take it again, you may be retested after 6 months from the date of your test. You must submit a new application to be retested.

If your name is on an eligible list for these job titles and you take this test, your most recent examination result will be the only one counted.

### **TEST RESULTS**

Employment and promotion lists will be established. You will be notified in writing of your test results.

### **HOW TO APPLY**

Complete your application on the Commission's website, Job Seekers page, by selecting [Online Application](#).

**Online applications require submission of a copy of your transcripts at the time of application if you do not have the required bachelor's degree (see "Job Requirements" section above). Unofficial transcripts are acceptable. Enter your name and Social Security Number at the top of the transcripts. Send by e-mail to [RA-cs-transcripts@pa.gov](mailto:RA-cs-transcripts@pa.gov) or fax to (717) 787-8650.**

Applications and further information can be obtained from:

1. State Civil Service Commission:

Harrisburg: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (717) 783-3058

Philadelphia: 110 North 8th St., Suite 503, Phila., 19107; Telephone (215) 560-2253

Pittsburgh: 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (412) 565-7666

Telecommunications Relay Service (TRS): 711 (Hearing and speech disabilities or other individuals)

Internet: [www.scsc.pa.gov](http://www.scsc.pa.gov)

2. PA CareerLink offices
3. The Human Resources offices listed under the "JOB OPPORTUNITIES" section of this announcement

For further information on testing, assistance for persons with disabilities, veterans' preference and other items, refer to the instructions provided with the "Application for Employment/Promotion."