



Aging Assistant Director

Non-Exempt/Hourly

Reports to: Aging Director

The mission of PACS is to empower low-income individuals to become self-reliant through community service, assistance, education, and partnerships.

Summary

The Aging Assistant Director works under the direction of the Aging Director to maintain the daily operation of all Aging Programs, including the Senior Citizens Centers across the Pennyrile Region.

Essential Duties

- Daily oversight of the State Health Insurance Program (SHIP)
 - Data entry
 - Medicare presentations in the Pennyrile region
 - One-on-one counseling
 - Assist with claims filing
 - Attend all state SHIP trainings and meetings
 - Train volunteers
- Daily assistance of the Senior Community Service Employment Program (SCSEP)
 - Keep monthly participant job search forms current
 - Keep monthly training hour logs current
 - Assist in maintaining participant case notes
- Senior Citizens Centers
 - File monthly staff meeting notes
 - Assist Aging Director with quarterly monitoring
 - Monitor aging reports and correct any discrepancies
- Title III and Homecare
 - Enter units into SAMS online program
 - Provide assistance to all County Coordinators
- Other tasks as assigned by Aging Director

Requirements

- High School Diploma or GED Equivalent
- Experience working with elderly population a plus
- Background Check and Pre-Employment Drug Screen

Skills

- Excellent computer skills
- Proficiency with office equipment (fax, copier, scanner)
- Proficiency in Microsoft Suite of products (Word, Excel)

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