

**CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS  
POSITION DESCRIPTION**

**Grade: II**  
**Status: Non-Exempt**

**Updated: August 2023**

**POSITION TITLE:** Aging Services Assessor  
**REPORTS TO:** Assessor Coordinating Manager  
**DIRECT REPORTS:**

**POSITION SUMMARY:** The Assessor Coordinating Manager be responsible for performing in-home and phone assessments for seniors referred for aging services, make referrals for eligible services, and provide necessary documentation for home delivered meals, senior center services, and general transportation through the Central Midlands Area Agency on Aging.

**JOB RESPONSIBILITIES:**

1. Individually assist clients by completing assessment, assessing needs, determining eligibility, researching available options, and directing consumers to appropriate aging and disability services.
2. Gather instructive information and provide to the IR&A specialist for referral as the basis for the initial assessment.
3. Screen client for eligibility of various programs and services.
4. Coordinate services received from multiple providers. Make referrals for services indicated on the completed assessment.
5. Prioritize and recommend clients for services. Document actions and provide follow-up activities as needed.
6. Provide appropriate feedback to supervising staff through reports. Attend mandatory meetings to share activity experiences, outreach techniques and to maintain updated resources materials/information.
7. Assist in the identification of gaps in services and actions needed to address the gaps identified.
8. Real time, same day or next day data entry for services screening/intake/assessment, contacts information, information dissemination, etc.
9. Perform other duties as assigned.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, and responsibilities may change at any time with or without prior notice.

**DESIRED MINIMUM QUALIFICATIONS:**

- Bachelor's degree with a minimum of two years of experience in a related field that may include social work, public health, nursing or a related field; OR equivalent combinations of training and experience with demonstrated competence to fulfill duties assigned to this position.
- Must become AIRS certified within one year of hire.
- Must possess a valid SC Driver's License

**PREFERRED QUALIFICATIONS:**

- Excellent communication skills and the ability to effectively manage complex analytical tasks;
- Knowledge and use of operating standard office equipment such as computers, telephone systems, copiers, and facsimile machines, as well as working knowledge of Windows, Word, Excel and Outlook;
- Excellent interpersonal skills to interact with employees, associates, government officials and the general public in an effective and professional manner. Ability to establish harmonious and effective working relationships. Discreet and diplomatic;
- Professional ability to maintain a cordial and productive working relationship with people of varied social, cultural, and educational background;
- Excellent interviewing skills to deal effectively with the public in handling inquiries and communicating information;
- Background and knowledge of health, human and social services/programs.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*