



---

## AGING SERVICES ASSESSOR

---

**POST DATE:** December 22, 2022

**HIRING RANGE:** \$35,000 - \$39,000

**LOCATION:** CMCOG, 236 Stoneridge Drive, Columbia SC

**JOB TYPE:** Regular, Full-Time

**DEPARTMENT:** Area Agency on Aging

**CLOSING DATE:** Open Until Filled

### **POSITION DESCRIPTION:**

The Central Midlands Council of Governments (CMCOG) is seeking an Aging Services Assessor. Reporting to the Director of the Area Agency on Aging, this individual will perform 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 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.

### **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.

### **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.*

---

**Interested and qualified candidates should submit a resume, cover letter, and application.** To download the application, go to [www.centralmidlands.org](http://www.centralmidlands.org), click on "News and Events" then "Employment". Applicants should send their resume, cover letter, and application to: [recruiter@centralmidlands.org](mailto:recruiter@centralmidlands.org). This information may also be mailed to CMCOG Recruiter, 236 Stoneridge Drive, Columbia, SC 29210 by the closing date shown above.

Offers are contingent on the verification of credentials and other information required by the application process which may include the completion of a criminal history and background.