

## APPALACHIAN COUNCIL OF GOVERNMENTS

**JOB TITLE:** Assessor  
**DEPARTMENT(S):** Aging and Disability Resource Center

### **JOB STATEMENT:**

Under the general supervision of the Chief Operating Officer with direct responsibility to the Aging Services Director and the Assessment and Service Coordinator, assess clients face to face and enter their data into state database.

### **JOB DUTIES:**

- ◆ Individually assist clients by completing assessment, assessing needs, determining eligibility, researching available options, and directing consumers to appropriate aging or disability services.
- ◆ Gather instructive information and provide to IR&A Manager for referral as the basis for the initial assessment.
- ◆ Screen client for eligibility of various programs and services.
- ◆ Make referrals for services indicated on the Plan of Service.
- ◆ Provide information necessary to enable client to be placed in AIM, SC ACCESS and SHIPTalk.
- ◆ Prioritize and recommend clients for services.
- ◆ Assist in conducting presentations concerning benefits/entitlements.
- ◆ Document actions and provide follow-up activities as needed.
- ◆ Provide appropriate feedback to supervising staff through reports.
- ◆ Attend mandatory meetings to share activity experiences, outreach techniques and to maintain updated resources materials/information.
- ◆ Assist in the identification of gaps in services and actions needed to address the gaps identified.
- ◆ Direct involvement in activities associated with the Medicare Rx, Medicare Fraud, and I-CARE programs.
- ◆ Assist clients by completing in-take application, assessing needs, determining eligibility, researching available options, and directing consumers to appropriate aging or disability services.
- ◆ Real time, same day or next day data entry for services screening/intake/assessment, contacts information, information dissemination, etc.
- ◆ Must be able to provide screening for and referrals about LIS, Insurance Counseling, MSP and SMP.
- ◆ Perform other duties as assigned by the Aging Services Director and/or Assessment and Service Coordinator.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Knowledge of local and state laws relating to senior legislation.
- ◆ Demonstrated ability to manage complex analytical tasks.
- ◆ Proficiency in Microsoft Office software programs.
- ◆ Strong oral and written skills necessary to effectively communicate and match the needs of consumers with the appropriate services.
- ◆ Ability to be flexible and respond quickly and effectively to changing work assignments.
- ◆ Must possess good interviewing skills.

## **EDUCATION AND EXPERIENCE REQUIRED:**

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 SHIP and AIRS certified within one year of hire.

## **CONTACT INFORMATION:**

Resumes may be emailed to Tim Womack at [twomack@scacog.org](mailto:twomack@scacog.org) or delivered to 30 Century Circle, Greenville, SC 29607 or mailed to PO Box 6668, Greenville, SC 29606.

All resumes must be received by November 18, 2016.

Starting salary range is from \$28,000-\$30,000 annually.

\*\*This company reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".\*\*

**Assessment and Service Coordinator: Appalachian Council of Governments/ADRC**