

**The Assessor will assess senior clients in their home or senior center, determine eligibility, and refer clients for appropriate services.**

**Organization:** Appalachian Council of Governments (ACOG)

**Department:** Aging Services

**Position:** Assessor

## **Description**

The Assessor is under the direct supervision of the Assessment and Service Coordinator and the general supervision of the Aging Services Director. Areas of responsibility include client assessment and administrative functions.

## **Responsibilities**

### **Client Assessment**

- Assist clients by completing intake application, assessing needs, determining eligibility, researching available options, and directing consumers to appropriate aging or disability services.
- Gather instructive information from clients and send to the IR&A Manager for referral as the basis for the initial assessment.
- Screen clients for eligibility, prioritize, and make referrals for services indicated on the Plan of Service.
- Document actions in client files, in various databases, and provide follow-up activities as needed.
- Assist in the identification of gaps in services and actions needed to address the gaps identified.
- Directly involved in activities associated with the Medicare Rx, Medicare Fraud, and I-CARE programs.
- Must be able to provide screening for and referrals about Medicaid programs, Low Income Subsidy (LIS), Insurance Counseling, Medicare Savings Program (MSP) and Senior Medicare Patrol (SMP).
- Assist in conducting presentations concerning benefits/entitlements.

### **Administrative**

- Provide reports to supervising staff.
- Collect necessary information for client to be entered in various databases.
- Enter data the same day or next day for services, screening/intake/assessment, contact information, and information dissemination.
- Attend mandatory meetings to share activity experiences, outreach techniques, and to maintain updated resources materials/information.
- Support the Aging Services team for special projects and other duties as assigned.

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### **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, and responsibilities may change at any time with or without prior notice.

### **Knowledge, Skills and Abilities**

#### **Knowledge**

- Microsoft Office software programs and ability to learn new computer software
- Local and state laws relating to senior legislation

#### **Skills**

- Strong oral and written skills required
- Strong computer/typing skills required
- Good interviewing, observation, and note taking skills
- Effectively communicate to match client needs with appropriate services

#### **Abilities**

- Manage complex analytical tasks
- Ability to be flexible and respond quickly and effectively to changing work assignments

### **Qualifications**

#### **Minimum Qualifications:**

- Bachelor's degree with a minimum of two years of experience in social work, public health, nursing, or a related field; OR equivalent combination of training and experience with demonstrated competence to fulfill duties assigned to this position. Must attend the State Health Insurance Plan (SHIP) training.
- An automobile will be provided for the Assessor to travel to client assessments. A valid driver's license and clean driving record for the past three years are required.

### **Salary Range and Benefits**

- Starting salary for an Assessor is \$34,500. The Appalachian Council of Governments is a member of the South Carolina State Employee Health Insurance and Retirement Programs. Twelve paid holidays and paid annual and sick leave included with benefits.