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## NOTICE OF JOB OPENING

### **Assessor (Entry level position)**

Appalachian Council of Governments (ACOG)/Area Agency on Aging (AAA)  
Full Time with excellent benefits; salary commensurate with experience

ACOG is seeking an Assessor to assess senior clients, determine eligibility, and refer clients for appropriate services within the six-county South Carolina Appalachian Region. This position will assist clients by completing the in-take application, assessing needs, determining eligibility, researching available options, and directing consumers to appropriate aging or disability services. Qualified applicants will have first-rate administrative skills for accurate client files and data entry, and excellent oral communication skills to effectively communicate with seniors to determine their needs.

### **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 become State Health Insurance Plan (SHIP) certified and Alliance of Information and Referral Systems (AIRS) certified within one year of hire.

A complete job description can be found on our website.

The application deadline is 5:00 PM on November 29, 2021.

Please email or deliver a cover letter, resume, and references to Tim Womack at:

**Appalachian Council of Governments**

**Attn: Tim Womack**

**30 Century Circle**

**Greenville, SC 29607**

**([twomack@scacog.org](mailto:twomack@scacog.org))**

*ACOG is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment.*