



NeighborWorks® Northeastern Pennsylvania

Aging in Place Specialist

STATUS: Exempt
REPORTS TO: Aging in Place Manager

POSITION SUMMARY

The Aging in Place Specialist is a full-time position responsible for the client management and coordination of resources for older adults aged 60 and above who reside in Northeastern PA. In conjunction with the Aging in Place Manager, Occupational Therapist, and Housing Inspectors the Specialist will provide direct services to aging homeowners with the goal of assisting seniors to age in place safely and with dignity. This position will serve older adults through NEPA.

PRIMARY RESPONSIBILITIES

- Work closely with Area Agency on Aging staff throughout the region and Intake Coordinator to identify and manage referrals from Area Agencies on Aging.
- Conduct intakes and in - home assessments to determine the modification and community needs to improve the quality of life of older homeowners.
- Work in a team environment with Occupational Therapist, Housing Inspector(s) and Aging in Place Manager to make appropriate recommendations regarding the assistance needed for each homeowner.
- Coordinate appropriate referrals and serve as an advocate for outside services related to assisting homeowners age safely and with dignity in their homes.
- Aid older homeowners in applying for benefits and resources that may make their homes safer and more affordable.
- Provide application and document retrieval assistance to older homeowners in applying for benefits and resources that may make their homes safer and more affordable.
- Provide resource connections to older homeowners to ensure they are residing safely and with dignity in their homes.
- Attend meetings as assigned by NeighborWorks Northeastern Pennsylvania.
- Maintain clear and concise records, including timely data entry in data management system.
- Work with Aging in Place Manager on reporting, meeting coordination, grant-seeking and administration, and other tasks.
- Maintain connections with other social service organizations to ensure the most up to date resources are provided and referrals are followed up on in a timely manner.
- Conduct follow up calls to and for older adults requesting information regarding NeighborWorks Northeastern Pennsylvania Aging in Place services.

- Uphold high organizational standards. Performs related duties or responsibilities, as assigned, or requested.

EDUCATION & EXPERIENCE

Associates or Bachelor's degree preferred or specific experience working in social services and/or with the aging population.

JOB REQUIREMENTS / SKILLS

1. Excellent communication and customer service skills.
2. High level of diplomacy, unquestionable integrity, and the demonstrated ability to deal confidentially with sensitive situations and information.
3. Strong organizational and time management skills.
4. Proficient in Microsoft Office Suite (Word, Excel and PowerPoint) and internet navigation.
5. Embrace NWNPA's mission and core values.

OTHER DETAILS

- NeighborWorks is an equal opportunity employer.
- Salary is commensurate with experience.
- NeighborWorks operates a team-oriented, flexible work environment.
- Training and professional development opportunities available.

Interested candidates may send a cover letter and resume to:

NeighborWorks Northeastern Pennsylvania
Mary Endrusick
Aging in Place Manager
815 Smith Street
Scranton, PA 18504
MEndrusick@nwnepa.org

