



**INVITES APPLICATIONS FOR THE POSITION OF:  
AGING PROGRAM SPECIALIST**

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**OPENING DATE:** January 13, 2025

**CLOSING DATE:** until filled

**JOB TITLE:** Aging Program Specialist

**JOB LOCATION:** Sumter, South Carolina

**JOB TYPE:** Full-Time with benefits

**SALARY RANGE:** \$33,000 - \$35,000\*

\*Commensurate with qualifications & experience

**APPLICATION PROCEDURES:** ONLY COMPLETE applications will be accepted and processed for consideration.

- Review full job description and complete employment application online at <https://www.santeelynchescog.org/employment-opportunities>. Must attach the following documents to the application:
  - Cover letter
  - Resume as follows:
    - CLEARLY AND IN DETAIL describe your experience as it relates to the required experience
    - CLEARLY AND IN DETAIL demonstrate your ability to perform the required Knowledge, Skills and Abilities (KSAs)

**JOB SUMMARY:**

For full job description and requirements: <https://www.santeelynchescog.org/employment-opportunities>.

Under the direct supervision of the Area Agency on Aging (AAA) Director, assist with coordination and facilitation of access to supportive services and linkage to the community's public and private resources based on an Individual Needs Assessment, in a manner that is client-need oriented. Promote the health, safety and well-being of seniors while providing support and assistance to the programs of the Santee-Lynches Regional Council of Governments' Area Agency on Aging/HHS.

**PHYSICAL & ENVIRONMENTAL REQUIREMENTS:**

This position requires visits to client/family places of residence. It requires the ability to travel and work independently and the ability to record observations, assess clients and take notes while on site. It requires clear and articulate oral and written communication skills.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to learn quickly
- Demonstrated ability to show patience while working with senior citizens
- Self-Management/Planning/Organizing - Requires excellent organizational and time management skills; must be able to prioritize and reprioritize work activities as required independently; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans; meets filing and other internal/external deadlines
- Must possess a strong customer-oriented attitude; be self-motivated and goal oriented; possess the ability to facilitate team effort as well as ability to work independently
- Must have the ability to work in a fast-paced environment that requires handling multiple tasks at a given time and rapidly adapting to changing priorities, schedules and budgets
- Must have cross-cultural sensitivity and personally value diversity
- Quality Management - Look for ways to continuously improve and promote quality; demonstrate accuracy and thoroughness

**EDUCATION AND EXPERIENCE REQUIRED:**

Minimum: Associate's degree with administrative 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 possess a valid state issues driver's license.

Desired: Bachelor's degree in Human Services, Nursing or a field relevant to advertised duty requirements. At least three (3) years of progressively increasing administrative roles. Prior experience working with a Regional Council of Governments or Area Agency on Aging (AAA). Prior experience working with the S.C. Department on Aging. Prior experience training others.

**JOB TITLE: Aging Program Specialist**

*revised 1-13-2025*

**DEPARTMENT: Area Agency on Aging/Health and Human Services (AAA/HHS)**

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**JOB DUTIES:** The following list is not exhaustive. Tasks will be varied and may be changed based on the needs of the organization. The job duties include but are not limited to the following:

- Individually assist clients by:
  - Determining eligibility
  - Performing needs assessments using the SC Department on Aging approved tool
  - Providing appropriate referrals
  - Offering and directing clients to appropriate community-based (aging/disability) resources
- Gather information and provide to I&R/A Specialist for referral(s) to other agencies
- Provide information necessary to enable client to be placed in appropriate databases
- Precisely document all actions and provide follow-up activities as needed
- Real time, same day or next day data entry for services screening/intake/assessment, contacts information, information dissemination, etc.
- Assist in conducting presentations related to benefits and/or entitlements
- Assist with activities associated with the Medicare Rx, Medicare Fraud, and State Health Insurance program
- Screen clients for referrals to the following programs:
  - Low Income Subsidy (LIS)
  - Insurance Counseling
  - Medicare Savings Program (MSP)
  - Senior Medicare Patrol (SMP)
- Within six months of hire become certified as an assessor by the S. C. Department on Aging (SCDOA)
- Attend meetings, webinars and job specific training to remain updated and compliant with policy and changes within the Aging Network
- Perform other duties as assigned by the AAA Director

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\*\*This organization reserves the right to modify, interpret or apply this job description in any way the organization 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".\*