



# COUNTY OF LEBANON

## Job Announcement

Posting Date September 11, 2025

<b>Position:</b>	Aging Case Aide 2
<b>Department:</b>	Area Agency on Aging 710 Maple Street Lebanon, PA 17046
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	Non-Union
<b>Hours:</b>	Monday – Friday, 8:00 to 4:30 PM
<b>Pay Grade:</b>	Grade 10 (Non-Union Pay Chart)
<b>Salary Range:</b>	\$1,333.6722 Bi-weekly
<b>Full-Time employee Benefits:</b>	<b>*Paid</b> health, Vision, Prescription, and Dental insurance <b>*Paid</b> Life insurance <b>*Paid</b> Holidays <b>*Paid</b> -time-off <b>*Pension</b> retirement plan <b>*Deferred</b> Compensation plan, Employee Assistance Program, and Employee Wellness Program! <i>Optional Employee Paid Benefits:</i> Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer, and Pet Insurance.

### HOW TO APPLY

- Applicants will be evaluated and screened by Civil Service on experience and training on the Civil Service website [www.employment.pa.gov](http://www.employment.pa.gov) through date noted on the website. Navigate to Open Jobs and apply for the Aging Case Aide 2, Area Agency on Aging Lebanon County. You may also contact C. Keeney at the Agency by calling 717 273-9262, Ext.5514 or email [charlene.keeney@lebanoncountypa.gov](mailto:charlene.keeney@lebanoncountypa.gov) for additional information.

### BRIEF DESCRIPTION OF WORK:

This position is responsible for assisting in multiple roles in Lebanon County Area Agency on Aging (LCAAA). The primary role is assisting with Information & Referral calls, transferring calls to appropriate staff, and managing the hard copy files. They will also provide assistance to the OPTIONS care managers with their monthly 3- and 9-month telephone contacts, assist the PA Medi Coordinator with their programs, and manage the DOM Care 6-month and yearly care plan assessments, along with any other related job duties as assigned.

**\*\*THIS PERSON CAN NOT HAVE A BROKER'S LICENSE OR ANY TYPE OF ACTIVE INSURANCE LICENSE\*\***

### MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

One year as an Aging Case Aide 1; OR Two years of public contact work, including one year in a human services program; OR any equivalent combination of experience and training.

Application and resume submission options:	
1.Scan and email your application and resume directly to: Area Agency on Aging <b>Email:</b> <a href="mailto:Charlene.keeney@lebanoncountypa.gov">Charlene.keeney@lebanoncountypa.gov</a>	<b>Mail:</b> ATTN: Charlene Keeney, Administrative Officer 1 Lebanon County Area Agency on Aging 710 Maple Street Lebanon, PA 17046
	<b>Phone:</b> (717) 273-9262, ext. 5514

*\*An Equal Employment Opportunity Employer\**