



# COUNTY OF LEBANON

## Job Announcement

Posting Date: March 2, 2026

<b>Position:</b>	Aging Case Aide 2
<b>Department:</b>	Area Agency on Aging 710 Maple Street Lebanon, PA
<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>	\$1,426.50 Bi-weekly
<b>Full-Time Employee Benefits:</b>	<b>100% Employer PAID Benefits →</b> Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. <b>Additional Benefits →</b> Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. <b>Voluntary Benefits →</b> Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer 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 the date noted on the posting. Navigate to Open Jobs and apply for 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 DUTIES AND QUALIFICATIONS:

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 AN 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. Email directly to Area Agency on Aging ➔ <a href="mailto:Charlene.keeney@lebanoncountypa.gov">Charlene.keeney@lebanoncountypa.gov</a>
2. Mail to ➔ Lebanon County Area Agency on Aging – 710 Maple Street Lebanon, PA 17046 <b>ATTN: Charlene Keeney, Administrative Officer 1</b>
3. Phone: (717) 273-9262, Ext. 5514

**\*\*An Equal Employment Opportunity Employer\*\***