

Now Hiring: Aging Case Aide

Montrose, PA | Full-Time

Do you enjoy helping people and making a difference in the lives of older adults?

B/S/S/T Area Agency on Aging is seeking a friendly, professional, and compassionate **Aging Case Aide** to join our team!

Schedule: Monday–Friday, 8:00 AM–4:30 PM

Benefits: Health Insurance • Paid Time Off • 401(k)

Responsibilities include:

- Greeting the public and answering phones
- Data entry and general office duties
- Providing information on services, programs, and community resources
- Providing health insurance counseling to Medicare beneficiaries

Qualifications: Strong verbal and written communication skills, general office/secretarial skills, and a passion for working with the 60+ population.

Minimum requirements: One year as an Aging Case Aide 1; or two years of public contact work, including one year in human services; or an equivalent combination of training and experience.

Required clearances: PA State Police, PA Child Abuse, and if applicable, an FBI clearance. The Agency assists with obtaining required clearances at no cost to the selected applicant.

Make a difference. Join our team!

Interested persons should contact Bridget Worthington at bworthington@bsstaaa.org or call 1-800-982-4346.

B/S/S/T AAA, Inc. is an Equal Opportunity Employer.