The Lowcountry Area Agency on Aging is seeking a full-time **Assessor**.

An assessor is responsible for supporting Aging Programs by conducting comprehensive assessments with the goal of connecting eligible seniors with services provided by the AAA and within their community. The ideal candidate is self-motivated, possesses strong intrapersonal skills, and can adapt to change, manage competing demands and work independently as necessary. Must be able to attend relevant trainings, and keep up with current knowledge of the aging network and related programs through webinars, meetings, etc.

This position will fall under the direct supervision of the Assessor Coordinator and has no supervisory responsibilities.

**Job Description**

Under limited supervision, assessments are conducted face-to-face in applicants’ home and/or at the local Senior Center to determine the individual’s needs and eligibility for programs and services. Additional duties consist of administrative tasks, to include, but not limited to, call-intake, eligibility screenings, information and referral for callers seeking assistance for resources, etc. as well as other duties as assigned.

**The qualifications for this position are:**

**Minimum and Additional Requirements:**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Requires effective communication, attention to detail, and ability to stay abreast of changes and updates to Federal and State regulations. Excellent oral, written, organization and public speaking skills are essential.

**Preferred Qualifications:**

Experience with case management and coordination, as well as data entry and analysis. Should be proficient in Microsoft Office, able to work independently, and able to produce reports as requested. Experience in human services with knowledge of programs, services, and benefits available in the state of South Carolina, as well as knowledge of and sensitivity to aging and disability issues is preferred.

**Additional Comments:**

Travel is required; some overnight travel may be necessary. Outreach events may require after-hours and weekend work.

The position is Full-Time, Salary Grade 7: $39,059 - $54,682 (depending on qualifications) plus benefits.
Please email cover letter and résumé to Lscotland@lowcountrycog.org. Reviews will begin July 2024; position open until filled.

*A full position description is available, upon request by emailing Lscotland@lowcountrycog.org