



NOTICE OF JOB VACANCY

Title: Care Manager Assistant-Aetna

Description: Assist assigned Care Managers and Waiver Service Coordinators by handling general telephone inquiries and forwarding calls to appropriate staff; checking and triaging care manager voice mail; sending faxes, creating memos, letters, duplicates, sorts, and collates documents; monitors forms, supplies, office equipment and reports findings to designated staff.

Reliable transportation, insurance, valid driver's license and successfully passing criminal background check and drug/alcohol screening required.

Qualifications: 2 year degree in social work or human services, health related field, or LPN preferred.

Classification: Non Exempt

Deadline for application: Until Position Filled

EEO/AAP, Bilingual applicants encouraged to apply.

Or

jobs@areaofficeonaging.com

**Submit resumes to:
Samuel H. Hancock Ed.D.
Human Resources Officer
Area Office on Aging of
NW Ohio, Inc.
2155 Arlington Avenue
Toledo, Ohio 43609**

This description is intended to indicate the kind of tasks and level of work difficulty required of the position. The title of this job shall not be construed as declaring the specific duties and responsibilities of the position. This position description and/or job vacancy notice is not intended to limit or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned.