



Area Agency on Aging

Lewis-Mason-Thurston Area Agency on Aging

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November 24, 2009

Dear Interested Person:

In response to your interest in the Thurston County Case Aide position, I am sending you an application packet consisting of an application and a job description.

The Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) is a local governmental agency which receives federal and state funds to plan, advocate for, develop, coordinate, and support a comprehensive and coordinated service delivery system for the elderly, as well as some disabled adults, in the three county area.

LMTAAA provides Information & Assistance/Case Management services in the three county area to insure access to needed social and health services for the elderly, as well as younger disabled adults receiving DSHS in-home personal care services. I&A/CM services range from simple information giving and assistance with forms, referrals and other service linkage activities to intensive in-home Case Management services. The Case Aide assists Case Managers in implementing and maintaining service plans, enabling our clients to remain in the community at their highest level of functioning as long as possible. This is a fast paced position requiring attention to detail, the ability to take direction and work well as a team member.

The LMTAAA provides a wide variety of benefits to its employees; including a choice of health plans, vision, dental and life insurance for the employee, some dependent coverage under these insurance plans, retirement benefits under the Public Employees Retirement System (PERS), 15 holidays per year, 13 hours per month of alternate leave, and optional Employee Assistance and Deferred Compensation programs. LMTAAA has a 10-step salary schedule. The range for this position is \$2,709 to \$3,604 per month.

If after reviewing the enclosed information you would like to be considered for this position, please return a completed application, a resume and a cover letter, listing three professional references. This position is open until filled.

Sincerely,

Marilyn Trent
I&A/CM Program Manager