



**Posting for  
In-Home Services Manager  
Starts at \$18.00 per hour**

**Opens: Monday, January 24, 2022  
Closes: Accepting Applications Until Filled**

Crawford County Commission on Aging is a local governmental entity charged with serving older adults living in Crawford County.

The position of In-Home Services Manager is a full-time, salaried, managerial position. Position will include paid time off after a 6 month probationary period. Benefits include health insurance for the employee, retirement tax deferred annuity and life insurance. Employee is also eligible for 11 paid holidays. Work schedule will be Monday – Friday 8am-4:30pm. Potential candidate needs to have excellent computer skills, be detail oriented and a quick learner with a good memory to manage a caseload of 125+ clients. Experience in managing staff a plus. The job description for the position is attached. A criminal background review and drug test is required.

**A resume is required along with the completed application form.** Application packets can be found on the website at [www.crawfordcoa.org/about-us/employment](http://www.crawfordcoa.org/about-us/employment). Resume should be uploaded within the application.

**To be considered a candidate for the position, you must submit complete the application on-line and upload a resume.** No phone calls, please.

*To advocate and promote the well-being and independence  
of all older adults of Crawford County.*

**Equal Opportunity Employer**