

SENIOR FIRST INC JOB POSTING

DATA SPECIALIST OAA

VETERANS PREFERENCE

Seniors First is a 501 (c)3, nonprofit social service organization helping adults age 60+ with limited options who need support in order to live at home as long as possible. We are most well-known for our Meals on Wheels Program in Orange County. Our full range of services provide essential support and a safety net for seniors who deserve to age with hope, choice and dignity.

JOB SUMMARY – The Data Specialist processes and maintains all electronic client data. Coordinates activities between various functions to ensure proper flow of data. Maintains accurate records and reports that adhere to internal and any relevant external policies and procedures. Responsible for timely data entry of client information and service units provided for the agency, both within the department and interdepartmentally.

The ideal candidate will have a high school diploma or equivalent, efficient typing and data entry skills and excellent organizational skills with a strong attention to detail. Able to troubleshoot and handle multiple projects with demonstrated time management skills. Strong or working knowledge of MS Office Suite, including but not limited to Word, Excel, and Outlook. Must be able to learn other software programs required by the department and/or agency. A valid Florida Driver's License, a clean driving record, reliable transportation, and proof of auto insurance. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Able to sit for long periods of time, requires frequent walking, standing, stooping, lifting up to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required.

As a team member at Seniors First, Inc. you'll enjoy:

- Benefits including Health care, Dental, Vision, Life insurance
- 403(b) Thrift Plan
- Paid Holidays
- Paid Time off

We are conveniently located just north of the intersection of I-4 and SR 435 in Orlando, FL.

This is a full-time position working Monday through Friday 40 hours a week.

All applicants must be able to demonstrate ability to pass a pre-employment drug test, driving record check, and a Level 2 background screen.

Position Opens: January 10, 2025

Position Closes: March 10, 2025

All interested applicants should apply at: hr@seniorsfirstinc.org. Internal applicants see HR.

Seniors First is a... Drug Free Workplace, E-Verify/AA/EOE-F/M/Vets/Disabled

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.