

# SENIORS FIRST, INC. JOB POSTING

## MANAGER OF STEPPING STONE

### VETERANS PREFERENCE

**SUMMARY:** Directs and manages the overall operation of the Stepping Stone medical equipment program. Responsible for equipment inventory, warehousing, and shipping/receiving activities. Maintains records, prepares reports, and assures compliance with funding requirements and licensing requirements under Agency for Health Care Administration, the Florida Department of Health and Florida statutes.

### QUALIFICATIONS:

Bachelor's degree in marketing, communications, business, or a related field. Previous branch or office experience. Work experience may substitute for formal education. Candidate must have a valid Florida driver's license, a clean driving record and provide proof of auto insurance. 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. Physical requirements include 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 bending, climbing, squatting, twisting, stooping, kneeling, reaching, pushing, pulling, grasping, and repetitive motions. Lifting to 50 pounds, and occasional lifting to approximately 100 pounds. Other limited physical activities are required. Exposure to all kinds of environmental conditions. This includes but is not limited to adverse weather conditions, extreme heat, noise, road hazards, and adverse environments. Involves exposure to dust, and gas fumes.

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

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

**Position Opens: January 14, 2025      Position Closes: March 14, 2025**

### DFWP/EVerify/EOE/AA/F/M/Vet/Disabled

Qualified individuals with a disability have the right to request 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](mailto: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.