SENIORS FIRST, INC. JOB POSTING

BILINGUAL (SPANISH) GUARDIANSHIP CLERK (PART-TIME)

VETERANS PREFERENCE

Job Summary: Must be fluent in English and Spanish. The Clerk position provides clerical support to the Guardianship Department. High school diploma or equivalent and 1 year office based clerical experience. A valid Florida Driver's License, a clean driving record, reliable transportation and proof of auto insurance. Meets all requirements of the State of Florida for Public Guardianship, including submission to an investigation of credit history and Level II Background Screening in accordance with provisions of statute 435.04 and statute 744. Every 2 years must submit to investigation of credit history and Level I Background Screening or at any other time required by the court. Exhibits working knowledge of MS Office Suite, including but not limited to Word and Excel. Must be able to learn other software programs required by the department. 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 to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required.

Essential Functions

- Answers incoming telephone calls and retrieve voicemails. Return telephone calls or forward messages to other department staff as needed. Mail – open, stamp, file or distribute to other department staff as needed.
- Assist department Support Specialist to maintain two databases used internally to enter Ward and Court case tracking. Assist department Support Specialist to maintain bi-monthly Guardian Class registration, including returning class calls, updating Square payment information, producing and emailing class certificates.
- Assist department Support Specialist to request (by fax or email) and track physician's report needed for annual court reporting purposes.
- Assist Case Managers with online shopping for wards. Assist Director with referrals by sending letters to family members to ensure they are aware of the Guardianship process.
- Contacts Assisted Living Facilities, Nursing and Group Homes to ensure that updated Evacuation Plans are received on an annual basis.
- Provides back-up as scheduled to the receptionist during lunch breaks, paid time off, or on other occasions as required. Orders department supplies with supervisor's approval.
- Treats wards, staff and others with dignity and respect.
- Submits all required work in a timely manner. Attend all staff meetings as required.

Knowledge/Skills/Abilities

- Executes excellent communication and interpersonal skills.
- Organized/Work independently. Detailed. High level of accuracy. Able to multi-task.
- Customer service oriented. Strong follow-up skills and excellent phone etiquette.
- Maintain confidentiality. Understanding of the elderly and/or disabled individuals.
- Ability to determine emergency situations - abuse/neglect, food and shelter.
- Ability to work in stressful situations and react in a calming manner.
- Interact professionally with staff, leaders in business, and government and community associations.

This is a part-time position working Monday through Thursday at 24 hours per week.

All applicants must be able to pass a pre-employment drug test, driving record check and a Level 2 background screening (see https://info.clearinghouse.com).

Position Opens: October 28, 2026 Position Closes: November 28, 2026

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

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

Qualified individuals with a disability have the right to request reasonable accommodation for our paper application process. If you are unable or limited in your ability to complete the application because 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.