SENIORS FIRST, INC. JOB POSTING
NLP SITE SPECIALIST FLOATER

VETERANS PREFERENCE

Summary: Bilingual (Spanish) preferred but not required. High School diploma or equivalent. Must possess basic computer skills along with e-mailing and data entry. A valid Florida Driver's License, a clean driving record, reliable transportation, and proof of auto insurance required. This position is responsible for covering Neighborhood Lunch Program sites when site specialists are out. Responsible for delivery of necessary paperwork and items to the Neighborhood Lunch sites. Responsible for assistance with administrative duties in office and at lunch sites. 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

- Serves as NLP Site Specialist when coverage is needed at lunch sites as directed by the NLP Director. This includes but is not limited to:
  - Monitor and record meal temperatures on delivery and prior to serving.
  - Maintain a safe and clean lunch site. Ensure that the site is safe from potential safety hazards, especially tripping hazards. This includes but is not limited to clearing food spills, both from on the tables and from the floor.
  - Maintain and follow all recommended sanitation policies of high traffic areas, including tables, chairs, place settings, equipment and other applicable areas.
  - Report all client incidents in writing to the Director of the Neighborhood Lunch Program on the day of the incident; written reports are due in the office within 24 hours of the incident.
  - Coordinate socialization activities (Bingo, Games, Crafts, outings, etc.).
  - Complete meal roster and meal order daily on the computer.
- Assist Site Specialists with completion of all required paperwork/documentation, such as 701C reports, NPCR reports, Bi annual Surveys, Bi annual Advisory Council as directed by the NLP Director or Coordinator.
- Assist and provide backup for the NLP Coordinator with administrative duties, daily meal orders and contacts with food suppliers, preparing for NLP staff meetings, preparing paperwork and supplies for sites.
- Visits NLP Sites to deliver necessary paperwork, supplies, and/or materials. Provide support to Site Specialists and ensure all paperwork/documentation is returned and received at the office in a timely manner.
- Treats clients, staff and others with dignity and respect.
- Maintains HIPAA compliance according to agency policies and procedures.
- Implement agency safety policies and procedures.
- Attend all staff meetings and agency required training.
- Assist in compliance procedures, including the monitoring of temperature requirements, sanitation requirements, PPE Inventory levels, and PPE control.
- Perform all other duties as assigned by the NLP Director and the NLP Coordinator.

Other Related Knowledge/Skills/Abilities
Flexible and able to switch job assignments for the day at a moment's notice. Able to work in stressful situations and can react in a calming manner. Ability to determine emergency situations - abuse/neglect, food, and shelter. Organized, detailed and able to multi-task. Customer-service oriented. Understanding of the elderly and/or disabled individuals. Must have the ability to learn new computer programs.

This is a part-time position working Monday – Friday at 25 hours per week.

All applicants must be able to demonstrate the ability to pass a pre-employment drug test, Level 2 background screening (see https://info.flclearinghouse.com/), and driver's record check.

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-F/M/Vets/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, 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.