# SENIORS FIRST, INC. JOB POSTING
# BILINGUAL GUARDIANSHIP SPECIALIST

VETERANS PREFERENCE

**Job Summary:** Fluent in English and Spanish. Provide administrative support to the Guardianship Department. Minimum High School diploma with at least 3-5 years of progressive administrative 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. 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/Skills**

- Ensures office procedures are performed in a timely and efficient manner.
- Ensures all incoming telephone calls are answered and/or voicemail messages are returned by appropriate parties.
- Replies to incoming Guardianship department emails. Ensure daily mail is opened, filed or replied.
- Maintains filing system to ensure required documents are kept in office or storage facility for required retention deadlines.
- Maintains calendar for Initial and Annual Plans to be prepared by Case Managers and communicates with Case Managers to ensure timely receipt of plans.
- Submission of blank Physician's Reports to Ward's Physician's and coordination of receipt within Annual Plan deadlines. Submits Initial plans, Annual plans and Physician's Reports to the respective Ward's Attorneys.
- Scans all legal documents including but not limited to Letters & Orders of Guardianship, Orders of Incapacity, Initial Plans, Annual Plans, and Orders approving Initial and Annual Plans into the Proprietary Database of Ward Information (Wellsky). Maintains Database integrity, including in-house Guardianship Server and Proprietary Database of Ward Information (Wellsky)
- Assists Director of Guardianship with acknowledging, reviewing and filing new Ward referrals.
- Assist Director of Guardianship to prepare documents for Legal Aid Assistance and Indigent Status Applications for new Wards.
- Maintains class registration, including returning class calls, updating Square information, and creating class certificates for bi-monthly Guardian class. Sends Zoom class link to class participants and Attorneys in preparation for the class. Participates during bi-monthly Guardian Class to ensure smooth running of the class.
- Liaise with funeral homes to request death certificates upon the death of Wards; submits to the respective Ward's Attorneys. Ensure that Orders of Discharge are received within a timely manner.
- Ensures Answering Service is turned on/off daily. Provides back-up as scheduled to the receptionist during paid time off or on other occasions as required. Helps provide backup for Spanish calls when no one is available.
- Treats wards, staff and others with dignity and respect. Submits all required work in a timely manner. Attends all staff meetings as required.
- Assists in the development of good volunteer/staff relations.
- Orders department supplies.
- Ensures Answering Service is turned on/off daily. Provides back-up as scheduled to the receptionist during paid time off or on other occasions as required. Helps provide backup for Spanish calls when no one is available.

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

**Position Opens: November 13, 2026 Position Closes: December 13, 2026**

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

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

**Seniors First is a... DFWP/EOE/Veteran/Disability**

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.