

# SENIORS FIRST, INC. JOB POSTING

## BILINGUAL PROGRAM INFORMATION SPECIALIST

### VETERANS PREFERENCE

**Seniors First** is a 501 (c)3, nonprofit social service organization helping adults age 60+ with limited options who need support 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 provides essential support and a safety net for seniors who deserve to age with hope, choice, and dignity.

**JOB SUMMARY** – The Program Information Specialist screens service requests, completes intake and referral to Seniors First programs and gives information to callers on other services in the community.

**The ideal candidate will** - Speak fluent English and Spanish and have a Bachelor of Social Services or a related field, with one year experience in Human Service setting. Job related experience may be substituted for formal education. You must have a valid Florida driver's license and a clean driving record and working knowledge of MS Office Suite, including but not limited to Word, Excel, and Access and 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.

#### **Essential functions include:**

Receives most agency referrals and service requests, processes appropriate intake forms and applications.

Screens for client eligibility for agency services.

Screens and tracks Emergency Meal Intakes.

Refers clients to other community services including 211.

Provides Community Awareness of Agency Services

Maintains informational data files regarding services.

Assists with compilation of programmatic data for reporting purposes.

Provides accurate and up-to-date information regarding community services for individuals, staff, and other agencies.

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

Benefits include 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 the ability to pass a pre-employment drug test, driving record check, and a Level 2 background screen.**

**Position Opens: February 20, 2024**

**Position Closes: April 20, 2024**

All interested applicants should apply at: [hr@seniorsfirstinc.org](mailto: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](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.