

SENIORS FIRST, INC. JOB POSTING

GUARDIANSHIP SUPPORT SPECIALIST

VETERANS PREFERENCE

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

Job Summary: Provide administrative and legal support to the Guardianship Department.

The ideal candidate will have a high school diploma with at least 2 years of progressive administrative experience and exhibits advanced working knowledge of MS Office Suite, including but not limited to Word, Excel, and Access. Must be able to learn other software programs required by the department. A valid Florida Driver's License, a clean driving record, reliable transportation, and proof of Florida 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.

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

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

Position Opens: December 2, 2022

Position Closes: February 2, 2023

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 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 number.