

SENIORS FIRST, INC. JOB POSTING

Activities Assistant

VETERANS PREFERENCE

Job Summary: Supports, plans, and implements technology-enhanced activities for seniors as part of Project Connect, funded by the American Rescue Plan. Bilingual (English/Spanish). High school diploma or equivalent desirable. Experience working with technology and/or seniors highly desirable. A valid Florida Driver's License, a clean driving record, reliable transportation, and proof of auto insurance. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Physical requirements include lifting/carrying up to 5 pounds and occasional lifting/carrying up to 15 pounds. Other limited physical activities may be required. Requires visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions.

Essential Functions

- Schedule appointments and deliver tablets to clients' homes and/or community locations across Orange County.
- Provide training, technical assistance, support, and follow-up to clients on the use of tablets in person, on phone, or virtually.
- Assist in training volunteers to deploy tablets as needed.
- Schedule, plan, coordinate, announce, and facilitate virtual events for clients via Zoom or other platform(s).
- Assist in identifying and engaging volunteers and community partners to provide virtual events. Provide training, technical assistance, and support as needed.
- Assist in monitoring and updating Claris Companion console and other project records as needed.
- In coordination with NLP, IT, and Volunteers, schedules, coordinates, and implements virtual reality events at Neighborhood Lunch Program and other sites as required. Provide support and training to clients and volunteers as needed.
- Communicates with relevant staff regarding any issues with program, technology, or clients.
- Treats clients, staff and others with dignity and respect.
- Assists in the development of good volunteer/staff relationships.
- Attends all staff meetings and training sessions as required.
- Maintains HIPAA compliance according to agency policies and procedures.
- Comfortable working with technology. Working knowledge of MS Office Suite, including but not limited to Word, Excel, and Outlook, and able to learn new devices, platforms, applications, and software programs required by the department and/or agency.
- Ability to work effectively with seniors, staff, volunteers, partners, and the public.
- Understanding the issues related to the elderly and/or disabled individuals.
- Some evenings, weekends, and holidays for special projects and programs.

This is a part-time position working Monday through Friday; 20 hours per week.

All applicants must be able to pass a pre-employment drug test, driving record check and a Level 2 background screening.

Position Opens: September 8, 2023

Position Closes: November 8, 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 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.