

**Posting dates: 2/8/17 through 2/17/17**

## OPEN POSITION

### AREA AGENCY ON AGING FOR SOUTHWEST FLORIDA

<b>POSITION TITLE:</b> CCE INTAKE SPECIALIST		<b>DEPARTMENT: CLIENT SERVICES</b>	
<b>STATUS:</b> <b>FT</b>	<b>FLSA STATUS:</b> <b>NON-EXEMPT</b>	<b>SUPERVISE OTHERS:</b> <b>N</b>	<b>SUPERVISOR:</b> <b>CLIENT SERVICE SUPERVISOR</b>

In support of the Elder Helpline Program, this professional position requires the incumbent to take independent action; exercise discretion; and take the initiative by interpreting and explaining complex program and services information to clients, screening potentially eligible individuals for enrollment, and/or triage duties which inform clients and their families, as well as community partners, about programs and services and how to obtain them. Ability to communicate well, orally and in writing and to research topics related to services for older adults (funding, program design, etc.), analyze data and provide written and/or oral reports as required.

Applicant must have the ability to work under stressful situations and have a pleasant and clearly understandable telephone voice.

Position requires one of the following:

- a Bachelor's Degree from an accredited college or university in a human services related field; or
- an Associate of Arts Degree from an accredited entity in a human-service related field and a minimum of two years' experience as a Caseworker, Case Manager, Intake Specialist or related work experience with the long-term care client population; or
- a high school diploma or GED and four years' experience as a Caseworker, Case Manager, Intake Specialist, or related work experience with the long-term care client population.

This position may require day travel in the Agency's seven-county planning and service area; staff member must have own transportation. Overnight travel intra and interstate may be required.

Competitive benefits package provided. Applicant must pass drug testing and Level II background screening. Position available immediately. EOE / DFWP

Email resume with cover letter to: [jobs@aaaswfl.org](mailto:jobs@aaaswfl.org) by 5:00 PM on **Friday, February 17, 2017**. Only candidates who meet the minimum requirements of the position will be contacted. Cover letter must include salary requirements in order to be considered.