



Area Agency on Aging  
of Broward County

## **Information and Referral Specialist**

The Area Agency on Aging of Broward County (AAABC) is a nonprofit organization serving Broward County's senior residents, age 60 or older. The AAABC plans, develops, coordinates, and evaluates programs; funds services; and is the prime Advocate for residents of Broward County, Florida, 60 years of age or older. We are your one-stop source of information regarding services in Broward County, Florida, for seniors, persons with disabilities, ages 18 and over, their families, and caregivers.

The Information and Referral Specialist assists the needs of the aging population and adults with disabilities and is the first point of contact for consumers looking for assistance through our Helpline. The Specialist responds to inquiries by providing information, referral, and assistance to, or on behalf of clients.

Interested applicants have the option to work at home year round or in the office, however, for the first 3 months of training all applicants would be required to report to the office for training.

All of the work is on the phone currently. However, for those who work in the office there is some in-person work provided to walk-in consumers.

The qualified candidate must have either a Bachelor's degree from an accredited University in a human behavior science field (such as human services, nursing, social work, psychology, etc.) 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 similar work experience with the long-term care client population; or a high school diploma or GED and four years' experience with the long-term care client population.

Interested applicants should submit their resume via email to [jobs@adrcbroward.org](mailto:jobs@adrcbroward.org)