



Area Agency on Aging
of Broward County

Aging and Disability Resource Center Information and Referral Specialist

The Aging and Disability Resource Center Information and Referral Specialist assists the needs of the aging population and adults with disabilities. The Specialist responds to inquiries by providing information, referral, and assistance to or on behalf of clients over the phone.

Interested applicants have the option to work at home year-round or in the office; however, for the first three months of training, all applicants would be required to report to the office for training. However, for staff working in the office, there is occasionally some in-person work provided to walk-in consumers throughout the year.

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.