

Information & Assistance (I&A) Specialist – Part Time
Aging & Disability Resource Center of Florence County

Florence County has an opening for the right individual to fill the position of an Information & Assistance Specialist with the ADRC of Florence County. This is a part-time position working 21-24 hours per week based on the needs of the ADRC.

The purpose of the position is to provide the general public, particularly adults who are elderly or who have a disability, with information and assistance about a range of community resources, options, and services, including long term care. Strong candidates will have a Bachelor of Arts or Science degree (preferred in Health and Human Services), and least one year of experience working with at least one of the client populations served by the ADRC of Florence County.

Candidates must be a team player, have well-developed oral and written communication skills, be self-motivated, resourceful, able to work in a fast-paced environment, adhere to strict deadlines, have excellent organizational and computer skills. This position requires travel both in and outside of Florence County. This position is offered within the pay range of \$16.37/hour – \$19.78/hour, dependent upon qualifications.

More information, an application, and a job description may be obtained by phone: 715-528-3201, email dtrudell@co.florence.wi.us, or in person request at the County Clerk's office, Florence County Courthouse. Apply by submitting a letter, resume, three professional references, and an application, by 3 pm Wednesday, Sept. 9, 2020.

Submit to Florence County, PO Box 410, Florence, WI 54121, via email to dtrudell@co.florence.wi.us, or fax to 715-528-4762.

Florence County is an Equal Opportunity Employer.