

## LUTHERAN SERVICES FLORIDA

# JOB OPPORTUNITIES

The following position is currently open. If you would like to apply for an opening listed, please submit a memo with a resume stating your qualifications. Your resume must be received within five (5) business days. Non-exempt employees must have six (6) months tenure and exempt employees must have one (1) year tenure in current position to be eligible for posting. Lutheran Services Florida is an Equal Opportunity Employer. Drug Free Workplace.

POSITION	PROGRAM/ DIVISION	FT/PT E/NE	EDUC./EXP. REQUIREMENTS	RESPONSIBILITIES	STARTING SALARY
<p><b>PROGRAM ASSISTANT III</b></p> <p>Contact: Maritza Grajales mgrajales@lsfnet.org</p> <p>JPR 2521 NPR 3578, Pos 5254</p>	<p><b>CHILD CARE FOOD PROGRAM (CCFP) – TAMPA BAY REGION</b></p>	<p>FT/NE</p>	<ul style="list-style-type: none"> <li>-High School diploma or equivalency</li> <li>-One year experience general office work</li> <li>-Good written and oral communication, interpersonal, and organizational skills</li> <li>-Good typing and computer skills preferred</li> <li>-Able to follow written and oral instructions</li> <li>-Able to work with the public from different cultures</li> <li>-Bilingual a plus</li> </ul>	<ul style="list-style-type: none"> <li>-Responsible for providing clerical support services to all CCFP Staff</li> <li>-Input data and maintain computer files</li> <li>-Random review of provider's files for compliance with DOH policies</li> <li>-Collect and process enrollment and menu forms</li> <li>-Inform providers of problems and needs with claims and reports</li> <li>-File and maintain enrollment and menu forms in alphabetical order</li> <li>-Send out packets to providers on a monthly basis</li> </ul>	<p><b>\$17,030</b></p>