

## **ADRC INTAKE SPECIALIST**

Multi-jurisdictional, planning and development agency seeking a motivated and client oriented individual to provide assistance in informing the elderly and individuals with disabilities within the Lincoln Trail region through the Aging and Disability Resource Center (ADRC). Position requires a high school graduate or equivalent, supplemented by two years work experience with the elderly and individuals with disabilities. Ability to handle a multi-line phone is a must, knowledge of human service programs, filing systems, and computers are required. Specific areas of work include assisting phone inquiries about available services and screening applicants for eligibility for aging programs and Medicaid waiver. Must be able to handle multiple tasks, projects, and programs simultaneously and be team oriented.

Forward resume, work history, and three references to [jobapplicant@LTADD.org](mailto:jobapplicant@LTADD.org) with subject: **ADRC 2022**. Or mail to Executive Director, LTADD, P.O. Box 604, Elizabethtown, KY 42702. Please refer to [www.LTADD.org](http://www.LTADD.org) for further position information. Deadline: January 14, 2022. EOE/AA/ADA.