



OPS Drop-In Center Assistant - # 2012

Location

Drop-In Center, 523 E. Tennessee St., Tallahassee, FL 32308

Qualifications

- Must have been diagnosed or in recovery from a mental illness within the past two (2) years.
- Ability to follow oral and written instructions.

Requirements

- All Apalachee Center, Inc. employees are required to undergo a criminal background check, Department of Motor Vehicles check, employment references check, and drug screening.

Description

- Shift is variable.
- Assist in running and facilitating Drop-In Center activities and programs in accordance with approved schedule.
- Assist in supervising persons attending Drop-In Center functions and events.
- Maintains cleanliness and order of facility and its materials and supplies.
- Completes meal preparation and clean-up.
- Assist in generating new members and activities for the Drop-In Center.

How to Apply

Submit or mail a completed Apalachee Center Employment Application to:

Human Resources Department
2634-J Capital Circle NE
Tallahassee, FL 32308

Faxed applications are not accepted. Resumes, CVs, or other supplemental materials are not accepted in place of a completed Employment Application, but may be submitted in addition to a completed application.

Please notify the Human Resources Department in advance if you require special disability accommodations to participate in the employment process.