



Excellent career opportunity available at Miami Lighthouse for the Blind

EARLY INTERVENTION SPECIALIST (TEMPORARY)

Miami Lighthouse is seeking an Early Intervention Specialist, on a temporary basis, to provide comprehensive rehabilitation and developmental training, and family/home intervention services to children aged birth through five. Work will be on a home intervention basis, but not limited to.

The ideal candidate will possess the following qualifications:

- Bachelor degree in education, visual disabilities, or related field.
- Experience working with children or parents of special needs children.
- Ability to work a flexible schedule.
- Experience working with children with disabilities or therapeutic playgroups preferred.
- Ability to communicate effectively in verbal and written English. Bilingual (English/Spanish) preferred.
- Proficient in use of computers including Word, Excel and Internet research.
- Excellent interpersonal and communications skills.
- Ability to write reports and business correspondence, effectively present information and respond to questions.
- Able to work with good judgment and unquestioned confidentiality with regards to agency's information.
- Valid Florida driver's license and clean driving record and/or ability to get to client's home or various locations.
- Must be able to successfully pass a criminal background and drug test screening.

MEDICAL OFFICE RECEPTIONIST

Miami Lighthouse is seeking a bilingual (English and Spanish) Medical Office Receptionist to assist the Low Vision Optometrist in the Low Vision Services office with duties such as managing patient's appointments, interviewing patients to obtain information, inputting information in the database, performing clerical duties and ordering equipment for patients. This position will also be responsible to visit eye care professionals and community groups to promote awareness of the services available to blind and visually impaired persons.

The ideal candidate will possess the following qualifications:

- Must have prior medical office experience.
- Must be bilingual (English and Spanish).
- High School diploma or equivalent. Associate or Bachelor degree preferred.
- Experience in an optometry, ophthalmology or optical office is a plus.
- Knowledge of medical terminology.
- Knowledge of insurance billing practices.
- Be proficient in use of computers including Microsoft Office and Internet research.
- Excellent oral and written communication skills.
- Excellent telephone skills and etiquette.
- Ability to work well with people of diverse backgrounds and disabilities.
- Ability to work with good judgment and unquestioned confidentiality with regard to agency's records.
- Must be able to successfully pass a drug test and criminal background screening.

COOK (PART TIME)

Miami Lighthouse is seeking a part time COOK to join its team. This position carries the major responsibilities for planning and preparing nutritionally balanced meals for participants and staff, maintaining sanitary conditions in an institutional kitchen, and for the inventory and ordering of supplies.

Work Schedule:

Monday, Wednesday and Thursday from 9:00 am to 1:00 pm
Tuesday and Friday from 6:30 am to 1:00 pm

Benefits:

This position is eligible for medical benefits (i.e. Health Insurance, Vision, Dental, Life Insurance, Short Term Disability and Long Term Disability) and generous employer funded 401(k).

The ideal candidate will possess the following qualifications:

- High School Diploma preferred.
- Minimum of 1 year culinary training or 1 – 3 years of experience related to food preparation.
- Bilingual in English and Spanish preferred.
- Knowledge of basic principles of good nutrition.
- Knowledge of methods, materials and practices of food preparation.
- Knowledge of sanitary methods used in food preparation and related activities.
- Knowledge of inventory and ordering methods.
- Knowledge of health and safety standards utilized in a food service operation.
- Must be able to regularly lift and/or move up to 50 lbs.
- Basic accounting knowledge.
- Basic computer knowledge.
- Strong understanding of event logistics.
- Certificate from Food Safety and Sanitation preferred.
- Valid Florida driver's license and/or ability to get to various locations.
- Must be able to successfully pass a drug test and a criminal background screening.

Application Process:

For immediate and confidential consideration, please forward your resume or application and salary requirements to:

Mabel Lopez
Human Resources Manager
601 SW 8th Avenue, Miami, FL 33130
E-mail: employment@miamilighthouse.org
Fax: (305) 285-6967

For information about our services and programs please visit our website at
www.miamilighthouse.org

ABOUT MIAMI LIGHTHOUSE

Miami Lighthouse for the Blind and Visually Impaired, Inc. is Florida's oldest and largest vision rehabilitation organization with a mission to provide vision rehabilitation and eye health services that promote independence, to educate professionals, and to conduct research in related fields. Services are provided free-of-charge to individuals of all ages who are blind or visually impaired and reside in Miami-Dade or Monroe County. The agency has 80 years of fiscal and administrative experience delivering nationally recognized best practices in rehabilitation training and other vision-related services based from its state-of-the-art 37,000 sq. ft. facility located in downtown Miami, Florida. This facility houses sixty highly qualified, multicultural/multilingual professional staff committed to delivering rehabilitation, comprehensive eye examinations, vocational and social services to approximately 1,000 individuals monthly, most of whom are low income.

For four consecutive years, Miami Lighthouse has received four stars from Charity Navigator. This rating places Miami Lighthouse among the elite 8% of not-for-profit organizations nationwide to achieve such a distinction and reflects our sound fiscal management, responsible use of donor dollars, and financial strength.

EOE/DFWP