

# NOW HIRING

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1. **Non-Attorney Hearing Representative (\$18+/hr D.O.E.)**
  - a. Juris Doctorate or Equivalent years of experience required
  - b. **MUST HAVE:** Experience attending administrative hearings; or
  - c. Familiarity of Medi-Cal process, and
  - d. Familiarity of medical conditions
2. **SSI Attorney (\$ D.O.E.)**
  - a. 3-5 years experience representing SSI/SSD claimants
3. **Executive Asst (\$15 - \$20)**
  - a. At least 5 years experience as an Executive Assistant
  - b. Personal Asst experience helpful
  - c. Clean DMV record
  - d. Proficient in Microsoft Applications (e.g. Excel, PPT, etc.)
4. **Reports Coordinator (\$15)**
  - a. Proficient in Microsoft Excel
  - b. 2-5 years recent administrative experience

**Only qualified candidates that have proper experience are asked to apply at: [Healthadvocates.com](http://Healthadvocates.com) and select Work Source for who referred you**  
**Also, send resume to:**

**[socratesgaray@rescare.com](mailto:socratesgaray@rescare.com)**

**Subject line to read: Maintenance**

**Resume MUST reflect experience in requirements posted above.**



Interested applicants must be registered at a WorkSource Center or complete WIA enrollment form & requirements. Items needed: Valid CA ID/License Social Security Card, or if not a US citizen, Right-to-Work documents (Valid US Passport or Alien Card), \* Selective Services (CPC/verify) \*Unemployment Insurance Documents (EDD)\* Lay-off WARN Notice (if applicable).

This WIA Title I program/event is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities and must be received 72 hours prior to the event. **Please contact for auxiliary services only:** (818) 596-4115, [mandelgado@rescare.com](mailto:mandelgado@rescare.com) and TTY/TDD (818) 596-4155 for any inquiries other than reasonable accommodations.

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