



Area Agency on Aging

Lewis-Mason-Thurston Area Agency on Aging

4419 Harrison Ave NW
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February 2, 2012

LMTAAA currently has an opening for a half-time Receptionist in our Shelton office. The Receptionist provides support to the direct services and supervisory staff of the Shelton office. Working hours will be 1pm to 5pm Monday through Friday.

The Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) is a local governmental agency which receives federal and state funds to plan, advocate for, develop, coordinate, and support a comprehensive and coordinated service delivery system for the elderly, as well as some disabled adults, in the three county area. LMTAAA provides Information & Assistance, Family Caregiver Support and Case Management services to insure access to needed social and health services for the elderly, as well as younger disabled adults receiving DSHS in-home personal care services.

The LMTAAA provides a wide variety of benefits to its employees; including a cafeteria plan with choice of health plans, vision, dental and life insurance for the employee and their dependents, retirement benefits under the Public Employees Retirement System (PERS), 15 holidays per year, 13 hours per month of alternate leave to start, and optional Employee Assistance and Deferred Compensation programs. LMTAAA has a 10-step salary schedule. The range for the position is \$2,235 to \$2,971, which will be pro-rated for half time, with initial placement depending on qualifications.

If after reviewing the enclosed information you would like to be considered for this position, please return a completed agency application, a resume and a cover letter, listing three professional references. This position is open until filled.

Sincerely,

Marilyn Trent
Direct Services Manager