



## Capstone Career Opportunities

### **Administrative Billing Specialist-Capstone Academy-Milton**, Full-time, full benefit package

Must have experience in Medicaid and third party billing. Contacting physicians' offices regarding referrals. Other duties involve answering phones, greeting parents and guests as they enter the school, collecting co-pays, and filing documents.

**Capstone Adult Day Training Manager-Milton**, Full-time, Must have experience in supervising others, exp working with special needs a plus. This position oversees program making sure student goals are being met and employability skills are being taught in a constructive, educational manner.

### **Capstone Adult Day Training Center- Milton**, Full-time, Part-time and On-call positions

This position works in all areas of ADT. Duties include teaching students employability skills to include basic education, interviewing skills, basic computer skills, running programs and transporting students to and from program in company vehicle when needed.

1. 7:30a-3:30p Monday-Friday Full-Time
2. 8:30a-1:30p Monday-Friday Part-Time

### **Residential Caregivers- Pensacola/Milton**, Full-time, Part-time and On-call positions

These positions are in residential homes working with adult residents with developmental disabilities. Duties include cooking, cleaning, working on goals with residents, medication administration, transporting residents to/from their day programs in company vehicle, interaction is a critical condition of these positions.

1. 5a-8a, 2p-7p Monday-Friday Split Shift
2. 2p-11p Monday-Friday
3. 11p-8a Monday-Friday
4. Live-in Caregiver 24/7 with day hours off and two weekends off per month
5. 7day on/7 day off shift (off every other week) Full-time

### **Milton Child Care Center- Milton, Teachers and Substitute Teacher Aides**, Full-Time, Part-tFTime and On-Call positions

1. FT 7:00a-3:00p, Monday-Friday Teacher and Aide for Two year old room
2. PT 2:00p-6:00p, Monday-Friday Infant Room
3. FT 7:00a-3:00p Monday-Friday Cook

### **ESE Teacher and Teacher Aides- Capstone Academy-Pensacola**, Part-time. These positions are during the school year only.

1. 8a-1:45p Monday-Friday ESE Pre-K Teacher (must hae ESE exp)
2. 8:15a-1p Monday-Friday ESE Teacher's Assistant
3. 8a-1p As needed basis Sub Teachers and Teacher Assistants

#### Apply in person at:

**PENSACOLA**  
**Adult Day Training Center**  
2912 North E Street  
**Capstone Academy**  
4901 W. Fairfield Drive

**MILTON**  
**Capstone Academy**  
5308 Stewart Street  
**Milton Child Care Center**  
6656 Park Avenue (On Milton H.S. property)

**Fax resume to 850-432-1930**

**Where we're the ROCK & you're the STAR!**