



Polk Works - Satellite
 997 E Memorial Blvd, Suite
 103, Lakeland, FL 33801
 (863) 508-1100
 (863) 904-0894 fax

Polk Works – Satellite
 928 Spring Lake Sq.
 Winter Haven, FL 33881
 (863) 508-1100
 (863) 508-2083 fax

Lakeland One Stop
 309 N. Inghram
 Lakeland, FL 33801
 (863) 508-1100 or TTY: 711
 (863) 603-7817 fax

Winter Haven One Stop
 500 E. Lake Howard
 Winter Haven, FL 33881
 (863) 508-1100 or TTY: 711
 (863) 508-1110 fax

Florida Back to Work (FBTW) Fact Sheet

The *Florida Back to Work* program provides funding for jobs for Floridians who receive, or are eligible to receive, Temporary Assistance for Needy Families (TANF). The program will provide up to a 95 percent reimbursement to Florida’s businesses to cover the costs of employee wages and benefits. All available jobs listed under *the Florida Back to Work* program are posted on the Employ Florida Marketplace – employflorida.com.

To access Back to Work services follow the steps below:

1. **Complete** and/or update Employ Florida Marketplace (EFM) **Resume**
2. Be receiving Cash Assistance (TANF) **OR**
 - Be a United States Citizen or qualified non-citizen as defined in ss. [414.095\(3\) F.S.](#);
 - Be a legal resident of the State of Florida;
 - Be a pregnant woman, a parent or caretaker relative of an unmarried dependent child under age 18, or a full-time student who is under 19 who resides in the home; and
 - Last 30 days of income at or below 200% of the Federal Poverty Level (FPL).

Persons in family	Poverty guideline
1	\$21,660
2	29,140
3	36,620
4	44,100
5	51,580

For families with more than 5 persons, add \$7,480 for each additional person.

3. **Call to schedule at appointment at (863) 508-2950**
4. **Submit required documentation** at intake appointment
 - *Citizenship*: Birth Certificate, Passport, Green Card / Naturalization Papers, or Baptismal Certificate
 - *Residency*: Drivers license / State ID, Post-marked mail within the last 30 days / Utility Bill
 - *Gross Income* (last 30 days): Pay stubs, Unemployment Compensation
 - *Family size and Dependents* (under 18 who reside in house): Birth Certificates, Marriage License/Divorce Decree, Tax Returns, Rental or Lease Agreement listing all family members
5. Submit **Employ Florida Marketplace (EFM) AND Professional Resume for approval**
6. Complete any **Employer Required applications and/or testing**

All Back to Work Employers reserve the right to select the best qualified candidate for their position. Any concerns about the candidate selection process should be referred to the Employer or the appropriate Regulation Agency (EEOC, Wage and Hour Division, etc.)

Contact your Back to Work representative below for more information

Lakeland Satellite

Alexis Echeverria
 (863) 508-1100 Ext. 3905
Alexis_Echeverria@polkworks.org

Lucy González
 (863) 508-1100 Ext: 3906
Lucy_Gonazalez@polkworks.org

Winter Haven Satellite

Nikkia Wright-Grant
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Nikkia_Wright-Grant@polkwork.org

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY (via the Florida Relay Service) 711. Member Employ Florida.





Lakeland One Stop
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 Lakeland, FL 33801
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Back to Work Job Orders

Winter Haven One Stop
 500 E. Lake Howard
 Winter Haven, FL 33881
 (863) 508-1100 or TTY: 711
 (863) 508-1110 fax

Job Order #	Job Title	Annual wage	Job Order #	Job Title	Annual wage
9459462	FBTW - Academic Services Specialist	\$27,768.00	9457613	FBTW - IT Network Specialist	\$49,920.00
9461702	FBTW - Accountant	\$52,166.40	9457475	FBTW - Laborers	\$24,440.00
9461009	FBTW - Accounting Clerk	\$26,000.00	9459775	FBTW - Laser Operator	\$24,960.00
9457589	FBTW - Administration Assistant	\$20,800.00	9461636	FBTW - Lead HER Training & Implementation Specialist	\$58,801.60
9459219	FBTW - Administrative Assistant	\$27,040.00	9461154	FBTW - Leadership Facilitator	\$28,800.00
9459676	FBTW - Administrative Assistant	\$26,000.00	9461611	FBTW - Licensed Practical Nurses	\$48,297.60
9461066	FBTW - Administrative Assistant	\$24,960.00	9459242	FBTW - Machine Operator 2	\$25,500.80
9459352	FBTW - Administrative Coordinator	\$29,120.00	9462780	FBTW - Maintenance	\$20,800.00
9457468	FBTW - Admin. Services Managers	\$33,000.00	9459945	FBTW - Maintenance Worker	\$16,640.00
9459990	FBTW - Assembly Line Worker	\$20,800.00	9457601	FBTW - Marketing Coordinator	\$37,440.00
9459375	FBTW - Assistant Branch Manager	\$35,006.40	9459750	FBTW - Material Handler	\$22,880.00
9462784	FBTW - Assistant Director, Child Care Center	\$24,960.00	9461715	FBTW - Medical Secretary/Referral Specialists	\$30,513.60
9457539	FBTW - Assistant Network Administrator	\$24,960.00	9459365	FBTW - Member Service Officer	\$26,000.00
9459403	FBTW - Asst. to Professional Recruiter	\$36,000.00	9461706	FBTW - Nutritionists	\$50,044.80
9459702	FBTW - Audio/Video Technician	\$20,800.00	9457531	FBTW - Office Assistant	\$20,800.00
9461698	FBTW - Billing Clerks	\$40,040.00	9457663	FBTW - Office Asst./Bookkeeping	\$26,000.00
9462741	FBTW - Blender Assistant	\$27,060.80	9457476	FBTW - Operator Trainees	\$29,952.00
9461073	FBTW - Bookkeeper	\$31,200.00	9459427	FBTW - OPS Workers	\$15,080.00
9461700	FBTW - Bookkeepers	\$44,844.80	9457549	FBTW - Outreach Spec. for Youth	\$27,040.00
9459291	FBTW - Building Maintenance	\$22,880.00	9459168	FBTW - Outside Salespersons	\$38,000.00
9459391	FBTW - Building Maintenance Person	\$35,360.00	9459783	FBTW - Paint Lead	\$24,960.00
9461810	FBTW - Buildings/Groundskeeper	\$16,640.00	9461629	FBTW - Patient Care Team Asst.	\$28,974.40
9459980	FBTW - Bus Driver	\$20,800.00	9461602	FBTW - Patient Services Coord.	\$46,030.40
9461736	FBTW - Certified Nursing Assistants	\$19,760.00	9461595	FBTW - Pharmacy Cashier	\$25,771.20
9459951	FBTW - Child Care Worker	\$20,800.00	9461594	FBTW - Pharmacy Technicians	\$37,169.60
9457557	FBTW - Clerical	\$21,840.00	9459791	FBTW - Plant Engineer	\$58,240.00
9462771	FBTW - Clerical	\$18,720.00	9459805	FBTW - Press Brake Operator	\$29,120.00
9457599	FBTW - CNC Machinist	\$37,440.00	9457727	FBTW - Program Prof., Youth	\$16,640.00
9457604	FBTW - CNC Machinist Lead	\$45,760.00	9459603	FBTW - Project Mang/Admin. Asst. to Music Dir.	\$33,280.00
9459590	FBTW - Communications Specialist	\$37,835.20	9459736	FBTW - Purchasing	\$52,000.00
9457608	FBTW - Controller/Accountant	\$58,240.00	9461816	FBTW - Receptionist/Secretary	\$16,640.00
9461082	FBTW - Cooks - Cafeteria	\$18,720.00	9457518	FBTW - Records Coord. P/T Medical, Bilingual	\$20,800.00
9461721	FBTW - Courier	\$22,484.80	9461711	FBTW - Registered Nurse	\$67,828.80
9460896	FBTW - Customer Svc Rep/Greeter	\$24,960.00	9459831	FBTW - Robotic Welder	\$31,200.00
9461075	FBTW - Data Entry and Volunteer Coord.	\$19,200.00	9462289	FBTW - Sales Assistant	\$20,800.00
9457526	FBTW - Data Entry Clerk-P/T	\$24,960.00	9457629	FBTW - Sales Kitchen Renovation	\$31,200.00
9461649	FBTW - Data Entry Clerks	\$31,886.40	9459346	FBTW - Sales Representative	\$39,520.00

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