



NICOA | National Indian Council on Aging, Inc.

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification. American Indian applicants will be given preference, in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964 for preferential treatment of American Indians.

PERSONAL INFORMATION

Name _____ Date: _____
Last First Middle

Address: _____
Street City State Zip

Telephone Home: _____ Other: _____ Are you over 18 years old? Yes ☐ No ☐

Are you authorized to work in the U.S. on an unrestricted basis? ☐ Yes ☐ No _____
Explanation if No

How did you learn of this opening? _____

Have you worked here before? ☐ Yes, Dates: _____ ☐ No

Are there any hours, shifts or days you cannot or will not work? _____

Position preferred (check one): ☐ Full-Time ☐ Part-Time _____

Are you willing to work overtime as required? ☐ Yes ☐ No

Are you related to a current NICOA employee? ☐ Yes, Name of employee: _____ ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: _____

POSITIONS APPLIED FOR

1. _____ 2. _____

Wage or Salary desired? \$ _____ When can you start? _____

If you were referred to us by a fellow employee, please provide their name: _____

Do you have a valid driver's license & Insurance? ☐ Yes, Insurance Co: _____ ☐ No

DL#: _____ Issue Date: _____ Expiration Date: _____



EDUCATION AND ACADEMIC ACHIEVEMENT

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
Post College				
Trade School				

TRAINING, CERTIFICATIONS, SKILLS, AND ABILITIES *(If you need more space attach a list)*

EMPLOYMENT HISTORY AND MILITARY SERVICE

List below current and last two employers, starting with the most recent one first. Please include any non-paid voluntary experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Military Service: Branch _____ From _____ To _____

May we contact your current employer? ☐ Yes ☐ No



EMPLOYMENT HISTORY AND MILITARY SERVICE *(continued)* Please complete even if you attach a resume.

Most Recent Employer or Current: _____ **Dates:** _____

Address: _____
Street City State Zip

Telephone: _____ **Salary on Leaving:** \$ _____

Position: _____ **Name and Title of Supervisor:** _____

Duties: _____

Reason for Leaving: _____

Previous Employer: _____ **Dates:** _____

Address: _____
Street City State Zip

Telephone: _____ **Salary on Leaving:** \$ _____

Position: _____ **Name and Title of Supervisor:** _____

Duties: _____

Reason for Leaving: _____

Previous Employer: _____ **Dates:** _____

Address: _____
Street City State Zip

Telephone: _____ **Salary on Leaving:** \$ _____

Position: _____ **Name and Title of Supervisor:** _____

Duties: _____

Reason for Leaving: _____



REFERENCES: List three professional references, which you have known at least one year. **DO NOT** list family members.

Name: _____ **Relationship:** _____

Address: _____
Street City State Zip

Telephone: _____

Name: _____ **Relationship:** _____

Address: _____
Street City State Zip

Telephone: _____

Name: _____ **Relationship:** _____

Address: _____
Street City State Zip

Telephone: _____

Any additional information or explanation of previous question:

Signature

Date

SCSEP Program Manager

Reports to: SCSEP Program Director

FLSA Status: Exempt

SUMMARY:

Directly responsible for the administration and operation of Senior Community Services Employment Program. Provides leadership and supervision to project office staff in daily activities including interviewing applicants, enrollment, orientation, by-weekly payroll for participants, assessment, recruiting host agencies, overseeing placement of participants in appropriate jobs, training staff, and monitoring of host agencies to ensure their adherence to program training, supervision and safety rules. This position is funded by a U.S. Department of Labor grant and is contingent upon availability of funds.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

NOTE: National Indian Council on Aging, Inc. unilaterally may change these requirements of this job description at any time.

These include but are not limited to the following:

1. Executes responsibilities on an independent basis because the position provided service to multiple communities that are geographically separated from the Central Albuquerque Office.
2. Maintains compliance with federal regulations, grant requirements, SCSEP program, and NICOA employee policies and procedures.
3. Schedules and directs work and compliance of all SCSEP Regional Staff: Assistant Program Manager, Employment Specialist, Job Developers and/or SCSEP participant staff trainees.
4. Manages site operations effectively and efficiently.
5. Manages the program objectives by planning, directing, monitoring and evaluating the daily operation of all program functions, regional budget, and staff.
6. Helps to coordinate with the media, host agencies and community organizers and leaders to promote the program in the local community.
7. Assists in interviewing, hiring, evaluating, and with training of all SCSEP Regional Staff.
8. Ensures that staff have needed materials to perform assigned duties.
9. Works directly with SCSEP Director and NICOA staff to develop strategic plan for all program functions.
10. Achieves the financial objectives by administering and monitoring regional budgets.
11. Conducts client record reviews and oversees required data collection for accuracy, completeness and compliance.
12. Ensures that NICOA SCSEP program data, records, files, etc. are kept in strict confidentiality in accordance with the Privacy Act.
13. Coordinates participant services with other agencies and employers.
14. Assists with data collection to support proposals and grants to secure additional funding or refunding for continuation and expansion of program services.
15. Hosts regular staff meetings to ensure communication among staff regarding department related activities.

SCSEP Program Manager

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16. Represents NICOA SCSEP at community events to increase awareness and public understanding of NICOA SCSEP mission and services.
 17. Develops and maintains partnerships for services, and referrals on behalf of NICOA SCSEP with approval by both the SCSEP Director and Executive Director.
 18. Maintains professional and technical knowledge and develops referral services by conducting research; attending workshops, conferences and seminars; establishing networks; conferring with representatives of contracting agencies and related organizations.
 19. Prepares and presents reports on the status, activities and plans for current and future operations; keeps central leadership and other departments informed of status of department activities by attending meetings and submitting reports.
 20. Contributes to the organization's effectiveness by offering information, training, and opinion as a member of the management team; integrating objectives with other functions; accomplishing related results as needed.
 21. Responsible to ensure maximum safety and health of all persons served and staff under his/her supervision.
 22. Exhibit excellent customer service skills as related to your position
 23. Knowledge of computer applications including, but not limited to MS Word, MS Excel, MS Outlook, SPARQ, Job Maps, WorkSearch, to accomplish all functions of the job.
 24. Performs other incidental and related duties as required and assigned.

OTHER DUTIES AND RESPONSIBILITIES:

NOTE: These include but are not limited to the following (additional responsibilities may be assigned as necessary):

1. Attend staff meetings and trainings as requested.
2. Adhere to NICOA policies and procedures.
3. Extensive travel by motor vehicle and aircraft to outlying rural areas.

REQUIRED MINIMUM QUALIFICATIONS (INCLUDES EDUCATION, SKILLS AND EXPERIENCE):

- Bachelor's Degree in Social Services, Counseling or related fields and three year's progressive work experience working with people with barriers or disabilities including two years in a supervisory capacity. - Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.
 - Solid understanding of and experience in supervising and motivating staff, as well as providing support to staff in stressful work environments.
 - Respect for and sensitivity to the needs and rights of others, including those with differing cultural, racial, sexual, ethnic or age identities.
 - Essential function of this job is the ability to travel.
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National Indian Council on Aging

POSITION DESCRIPTION

SCSEP Program Manager

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment
- Noise level is moderate
- Very limited exposure to physical risk and very limited physical effort required
- Sitting for prolonged periods
- Lifting items 25 lbs. or less consistently
- Bending or stooping occasionally
- Keyboarding/Typing

Equal Employment Opportunity

We are an Equal Opportunity Employer that values workplace diversity.

The position is funded by a U.S. Department of Labor grant is contingent upon availability of funds.