

SCSEP Job Developer/Trainer

Reports to: SCSEP Program Manager

FLSA Status: Non-Exempt

Summary Statement

Working in conjunction with Senior Community Service Employment Program (SCSEP) staff, provide major job development assistance to SCSEP participants. Conduct outreach to area employers including community agencies, tribal entities, and private sector businesses to develop unsubsidized employment and/or additional training for SCSEP participants. Provide participants with ongoing case management, other training, and job search assistance. Assist with participant recruitment, selection and community service assignments. Work is performed under the supervision of a SCSEP Program Manager. This position is funded through a grant from the US Department of Labor and is contingent upon availability of funds.

Essential Functions and Responsibilities: These include but are not limited to the following:

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

1. Recruit potential employers and host agencies through written promotion and personal contacts with workforce development agencies, business owners, managers, and community agencies within assigned geographic area.
2. Arrange or provide additional participant training including OJE training, computer skills training, job clubs/job coaching, resume development, and job referrals for participants to public and private employers.
3. Refer job-ready participants to public and private employers including host agencies in order to meet the NICOA SCSEP entered employment performance goal.
4. Provide SCSEP Program Manager with statistics concerning contacts, referrals for job openings, enrollments, completions and entered employment.
5. Assist with participant enrollment activities to include: intake, eligibility determination, assessment, counseling, documentation, collection of required paperwork to ensure service level goals will be met.
6. Provide orientation and training to participants and work site supervisors as needed.
7. Submit all appropriate documents for participants and host agencies within required timeframe.
8. Team with Program Manager and Specialist to complete IEP and Assessment within 30 days after start date.
9. Monitor and document progress of participants and update participant IEP no less than every six months or as often as necessary.
10. May assist with collection and submission of participant timesheets, if needed.
11. Inform SCSEP Program Manager on all matters pertaining to participants, host agencies or other developments that may impact project operations locally, statewide or nationally.
12. Attend NICOA and SCSEP staff meetings and trainings as requested.
13. Provide SCSEP Program Manager with weekly schedule, including any approved scheduled leave and/or appointments with training sites on a weekly basis via email.

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- 14. Adhere to NICOA policies and procedures.
- 15. Maintain organized and tidy workstation.

REQUIRED QUALIFICATIONS:

- Minimum of 30 hours of college credits with minimum of 3 years verifiable and relevant experience.
- A valid driver's license and current automobile insurance.
- Frequent travel in counties within geographical area assigned.
- Demonstrated knowledge of MS Word, MS Excel, and MS Outlook.
- Strong organization and problem solving skills.
- Good verbal and written communication skills.
- Ability to work without direct supervision.
- Mature judgment and professionalism in handling confidential matters.
- Superior dependability including excellent attendance and punctuality.
- Ability to establish and maintain professional working relationships with supervisors, colleagues, community members, and other persons when representing NICOA.
- Ability and willingness to travel in and out of the state.
- Attention to detail.

Desirable:

- Associates Degree
- Willing to attend extra training as needed

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 or very limited physical effort is required
- Sitting for prolonged periods of time
- Lifting items 20 lbs. or less occasionally
- Bending and stooping occasionally
- Keyboarding/Typing

Printed Name: _____

Signature: _____

Date: _____