



Job Title: SCSEP Program Coordinator
Reports To: SCSEP Project Director
FLSA Status: Full-Time, Non Exempt
Department: SCSEP
Location: Office- Primarily covering Jefferson County

Position Summary:

The SCSEP Program Coordinator collaborates closely with the SCSEP Project Director and SCSEP Project Assistant Director to provide comprehensive services for SCSEP participants. The role requires an understanding of ethical behavior and business practices, the ability to build and maintain positive working relationships, effective communication skills, and a talent for fostering teamwork.

Essential Duties and Responsibilities:

1. Participant Management and Support

- **Provide Case Management:** Support participants through personalized case management.
- **Quarterly Meetings:** Meet with participants quarterly to discuss employment searches, interests, résumé building, online job search education, and identifying community resources and additional job training.
- **Individual Employment Plans (IEPs):** Develop and update IEPs, including initial assessments.
- **Participant Management:** Handle participant transfers, administrative leave, and exits as needed.
- **Timesheet Management:** Address timesheet issues and help participants determine hours worked at a Host Agency for a pay period as needed.

2. Administrative and Organizational Tasks

- **Program Enrollments:** Assess each participant to determine Most in Need (MIN) characteristics and appropriate Community Services Assignments (CSA).
- **Record Keeping:** Prepare and maintain case records, reports, forms, perform case follow-ups and closings, and other administrative tasks as required.
- **Project Organization:** Organize projects, such as mailing participant durational letters when necessary.
- **Other Duties:** Perform other duties as assigned.

3. Collaboration and Outreach

- **Job Development:** Collaborate with the SCSEP Project Director and SCSEP Assistant Director on participant job development.
- **Outreach and Marketing:** Assist the SCSEP team with outreach efforts and marketing as needed.
- **Utilize Skills:** Use problem-solving, interpersonal communication, and written skills.
- **Organizational Skills:** Demonstrate strong organizational skills and attention to detail.

Knowledge, Skills, and Abilities (can be acquired on the job):

- Ability to work independently with minimal direction.
- Strong oral and written communication skills.
- Excellent time management and organizational skills.
- Ability to communicate tactfully and effectively with community leaders and the general public.
- Experience working with mature workers, culturally diverse populations, persons with disabilities, or individuals with varying knowledge, skills, and abilities.
- Proficiency with multimedia and networking with local organizations.
- Proficiency in computer applications, including MS Word, MS Excel, MS Outlook, and SPARQ, to perform all job functions.