



Job Title: SCSEP Program Coordinator
Reports To: SCSEP Project Director
FLSA Status: Full-Time, Exempt
Department: SCSEP
Location: M4A Office and Region including Jefferson County

Position Summary:

The SCSEP Project Coordinator assists the SCSEP Project Director in the Central Region in leadership and management of Senior Community Service Employment Program (SCSEP) activities and in meeting all program and overall organization goals. Under the direction of the Project Director, assists in the responsibility and accountability for the effective management of the SCSEP Policies and Procedures Manual, applicable federal regulations, and other program directives. The SCSEP Coordinator works under the direction of the SCSEP Project Director and in collaboration with the SCSEP Job Coach and job seekers.

Essential Duties and Responsibilities:

- Assist in running the program office through the distribution of administrative responsibilities of the program job seekers. Includes learning, understanding and ensuring compliance with the SCSEP Policies and Procedures Manual, and Federal DOL Regulations.
- Recruit, select, train, and supervise 200+ job seekers, with the goal of obtaining unsubsidized employment.
- Complete all SCSEP required paperwork as scheduled and in a timely manner (IEPs, Recertifications, Rotations, Host Agency Monitoring, case management notes, etc).
- Identify and resolve appropriately non-standard situations
- Actively participate in professional development, program collaboration, strategic planning, and other organizational development activities, as assigned.
- Take independent action in solving problems while exhibiting judgment and a realistic understanding of issues. Practice interpersonal relationship and conflict resolution skills in dealing with diverse and difficult job seekers and host agency personnel.
- Clearly present information through verbal and written communication to varied and culturally diverse audiences; promote a positive image of mature workers to all segments of the community.
- Assist in the recruitment of non-profit and public community service host agencies in which to place job seekers. Monitor 50 to 80 active host agencies to ensure job seekers are given adequate training and supervision and that they are working in a safe environment.
- Coordinates the appointment of job seekers to community service training sites; Transfers job seekers to new sites as appropriate.
- Develops and maintains partnerships and cooperative relationships with career centers, business and industry representatives, economic development agencies, and education and training providers.
- Recruits and selects host agencies and other training sites.
- Encourages employers to place job seekers into unsubsidized employment.
- Other duties as assigned.



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

- Ability to work independently with minimal direction.
- Strong oral and written communication skills.
- Strong time management and organization skills.
- Ability to communicate tactfully and effectively with community leaders and the public, in general.
- Experience in working with mature workers, culturally diverse populations, persons with disabilities, or persons with disparate knowledge, skills and abilities.
- Ability to work with the multimedia and networking with local organizations.
- Must be proficient in computer applications including, but not limited to MS Word, MS Excel, MS Outlook, and SPARQ*, to accomplish all functions of the job.

Education / Experience:

1. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodation:

- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to “drive” to locations necessary to accomplish for position / program work.
- Ability to occasionally lift and/or move up to 10 pounds.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. Staff of M4A are “at-will” employees. I have read and understand the responsibilities and requirements of this position.