

Job Summary

The National Indian Council on Aging is currently seeking a full time, non-exempt, Job Developer/Trainer to join our Senior Community Service Employment Program (SCSEP) team in the Albuquerque, NM office. This position is funded by a U.S. Department of Labor grant. If you are interested in this position please send a cover letter, resume and three references. Applications will be accepted until the position is filled.

Summary Statement

Working in conjunction with the 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 sites for SCSEP participants. Provide participants with job training and job search assistance.

Responsibilities

1. Recruit potential employers and host agencies through written promotion and personal contacts with workforce development agencies, business owners, managers and community agencies within an 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, 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 time frame.
8. Team with Regional staff 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. Other tasks and duties as assigned.

Minimum Qualifications

- Minimum of 30 hours of college credits with a minimum of 3 years verifiable and relevant experience - Any combination of education from an accredited college or university in a related field

and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

- 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.

Working Conditions and Physical Effort:

- Extensive out of office travel is required; within and outside of the state.
- Work is performed in both typical interior office and outside weather conditions
- 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.