

NICOA SCSEP Central Region Job Developer

The National Indian Council on Aging, Inc. (NICOA) is currently seeking a full time Job Developer/Trainer to join our Oklahoma City, OK team. 30 hours of college credits with a minimum of 3 years relevant experience in workforce services are required. Travel is also required. This is a non-exempt position. Applications will be accepted until the position is filled in Oklahoma City, OK.

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. Work is performed under the supervision of a SCSEP Program Manager.

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 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. Other tasks and duties as assigned.

Other Duties and Responsibilities

1. Attend NICOA and SCSEP staff meetings and trainings as requested.
2. Adhere to NICOA policies and procedures.
3. Provide SCSEP Program Manager with weekly schedule, including any approved scheduled leave and/or appointments with training sites on a weekly basis via email.
4. Maintain organized files and tidy workstation.

Requirements

1. Minimum of 30 hours of college credits with a minimum of 3 years verifiable and relevant experience.
2. Have a valid driver's license and current automobile insurance
3. Frequent travel in counties within geographical area assigned
4. Demonstrated knowledge of Microsoft Word, Excel and Outlook
5. Good verbal and written communication skills

6. Strong organization and problem solving skills
7. Ability to work independently
8. Mature judgment and professionalism in handling confidential matters
9. Superior dependability including excellent attendance and punctuality

10. Ability to establish and maintain professional working relationships with applicants, participants, supervisors, colleagues, community members, and other persons when representing NICOA
11. Ability and willingness to travel in and out of state
12. Attention to detail

Desirable

1. Associates Degree
2. Willing to attend extra training as needed

Working Conditions and Physical Effort

1. Work is normally performed in a typical interior/office work environment
2. Noise level is moderate
3. Very limited exposure to physical risk or very limited physical effort required
4. Sitting for prolonged periods
5. Lifting items 20 lbs or less occasionally
6. Bending and stooping occasionally
7. 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.

I have read the above job description and can perform the duties described.

Employee Signature

Date

SCSEP Director

Date