

SCSEP Assistant Program Manager – Southwest Region

Reports to: SCSEP Program Manager – Southwest Region **FLSA Status:** Non-Exempt

Summary Statement

Assists the Program Manager in the SW Region in leadership and management of Senior Community Service Employment Program (SCSEP) activities and in meeting all program and NICOA goals. Under the direction of the Regional Program Manager, assists in the responsibility and accountability for the effective management of the Region in accordance with the NICOA Employee Handbook, applicable Federal Regulations, and other program directives.

Essential Functions and Responsibilities:

1. Works directly with SCSEP Regional Program Manager to implement strategic plan for all program functions.
2. Maintains compliance with federal regulations, grant requirements, SCSEP program, and NICOA employee handbook.
3. Helps to coordinate with host agencies and community organizers and leaders to promote the program in the local community.
4. Assists in the recruitment of SCSEP participants.
5. Conducts participant intakes, collecting required program eligibility paperwork, ensuring all documents are accurate.
6. Completes and reviews all SCSEP paperwork and places participants at a safe host agency that meets the participants training needs.
7. Assists in the recruitment of non-profit host agencies in which to place participants and ensures that participants are given adequate orientations including safety reviews and understands the NICOA Workers Compensation claim process.
8. Ensures that NICOA SCSEP program data, records, files, etc. are kept in strict confidentiality in accordance with the Privacy Act.
9. Coordinates participant services with other agencies and employers.
10. Attends regular staff meetings to ensure communication among staff regarding department related activities.
11. Develops and maintains partnerships for services, and referrals on behalf of NICOA SCSEP with approval by the Regional Program Manager.
12. Maintains professional and technical knowledge and develops referral services by conducting research; attending workshops, conferences and seminars; establishing networks; conferring with representatives of contracting agencies and related organizations.
13. Assists with preparing progress reports on SCSEP activities
14. Contributes to the organization's effectiveness by offering information, training, and opinion as a member of the regional team; integrating objectives with other functions; accomplishing related results as needed.
15. Exhibit excellent customer service skills as related to your position
16. Knowledge of computer applications including, but not limited to MS Word, MS Excel, MS Outlook, SPARQ, Job Maps, WorkSearch, to accomplish all functions of the job.
17. Performs other incidental and related duties as required and assigned.

SCSEP Assistant Program Manager – Southwest Region

Minimum Qualifications

- Associates Degree in Human Services, Counseling or related fields and three (3) year's progressive work experience working with people with barriers or disabilities. - Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling five (5) 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:

- Travel in and out of state is required
- 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.

I have reviewed the above position description with my supervisor and understand this to be a guideline for my current job duties. I understand that management retains the discretion to add or change duties in my position at any time. This position description will be used in evaluating my job performance.