

**SCSEP Employment Training Coordinator**

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**Reports to:** SCSEP Program Manager

**FLSA Status:** Non-Exempt

**Summary Statement**

The SCSEP Employment Training Coordinator prepares current and upcoming SCSEP participants for success in finding unsubsidized employment. The Employment Specialist is responsible for building a strong rapport and maintaining contact with community partners and participants through various stages of the program.

**Responsibilities**

1. Recruit potential SCSEP participants through advertising, promotion and personal contacts with individuals, organizations and agencies within assigned geographic area.
2. Conduct enrollment activities to include: intake, eligibility determination, assessment, counseling, documentation, collection of required paperwork to ensure service levels will be met.
3. Submit all appropriate documents for participants and host agencies within required time frames.
4. Complete and submit Participant IEP and assessment within 90 days after start date.
5. Monitor and document progress of participants, update IPEs, and assessments no less than every six months or as often as necessary.
6. Provide orientation and training to participants and work site supervisors at least two times a year.
7. Assist with collecting and submission of timesheets on a bi-weekly basis, checking for accuracy, proper signatures, pay period beginning and ending dates, ID numbers and reported In-kind hours.
8. Develop and coordinate contacts within the area to enhance job development activities with host agencies, public and private organizations/employers to create both subsidized and unsubsidized job opportunities for participants to ensure entered employment goal will be met.
9. Provide SCSEP Program Manager with statistics concerning enrollments, completions and entered employment.
10. Assist with program management as needed.
11. Assist the SCSEP Program Manager on all matters pertaining to participants, host agencies or other developments that may impact project operation locally statewide or nationally.
12. Performs other incidental and related duties as required and assigned.

**Minimum Qualifications**

- Associates Degree in Human Services, Counseling or related fields and two (2) year's progressive work experience 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 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:**

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National Indian Council on Aging

## POSITION DESCRIPTION

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- 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.

