



**Position Title:** SCSEP Employment Training Coordinator

**FLSA:** Non-Exempt

**Reports to:** SCSEP Program Manager

**Position Description:**

The SCSEP Employment Training Coordinator prepares current and upcoming SCSEP job seekers for success in finding unsubsidized employment. The Employment Training Coordinator is responsible for building a strong rapport and maintaining contact with community partners and job seekers through various stages of the program. This position is funded by a Department of Labor grant and is contingent upon availability of funds.

**Essential Functions and Responsibilities:**

NOTE: National Indian Council on Aging, Inc. unilaterally may change these requirements of this job description at any time.

These include but are not limited to the following:

1. Recruit potential SCSEP job seekers 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 job seekers and host agencies within the required time frames.
4. Complete and submit Job seeker IEP and assessment within 30 days after start date.
5. Monitor and document progress of job seekers, update IEPs, and assessments no less than every six months or as often as necessary.
6. Provide orientation and training for job seekers and training site supervisors at

least once 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 workforce partners, host agencies, public and private organizations/employers to create both subsidized and unsubsidized job opportunities for job seekers 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 job seekers, host agencies or other developments that may impact project operation locally statewide or nationally.
12. Provide SCSEP Program Manager with weekly schedule, including any approved scheduled leave and/or appointments with training sites on a weekly basis via email.
13. Performs other incidental and related duties as required and assigned.

#### **Minimum Qualifications:**

NOTE: These Include but are not limited to the following (additional responsibilities may be assigned as necessary):

- Associate's 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. Out of office travel is required; within and outside of the state.

#### **Working Conditions and Physical Effort:**

- Work is normally performed in a typical interior/office work environment.
- The noise level is moderate.

- Very limited exposure to physical risk or very limited physical effort required.
- Sitting for prolonged periods.
- Lifting items 50 lbs. or less.
- 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 read the above job description and can perform the duties described.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Staff Printed Name

\_\_\_\_\_  
Staff Signature