



Position Title: SCSEP Program Manager

FLSA: Exempt

Reports to: SCSEP Director

Position Description:

Directly responsible for the administration and operation of Senior Community Services Employment Program. Provides leadership and supervision to project office staff in daily activities including interviewing applicants, enrollment, orientation, bi-weekly payroll for job seekers, assessment, recruiting host agencies, overseeing placement of job seekers in appropriate jobs, training staff, and monitoring of host agencies to ensure their adherence to program training, supervision and safety rules.

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. Executes responsibilities on an independent basis because the position provides service to multiple communities that are geographically may be separated from the Central Albuquerque Office.
2. Maintains compliance with federal regulations, grant requirements, SCSEP program, and NICOA employee policies and procedures.
3. Schedules and directs work and compliance of all SCSEP Regional Staff: Employment Training Coordinators, Job Developers and/or SCSEP participant staff trainees.
4. Manages site operations effectively and efficiently.
5. Manages the program objectives by planning, directing, monitoring and evaluating the daily operation of all program functions, regional budget, and staff.
6. Helps to coordinate with the media, host agencies and community organizers

and leaders to promote the program in the local community.

7. Assists in interviewing, hiring, evaluating, and with training of all SCSEP Regional Staff.
8. Ensures that staff have needed materials for assigned duties.
9. Works directly with SCSEP Director and NICOA staff to develop strategic plan for all program functions.
10. Conducts client record reviews and oversees required data collection for accuracy, completeness and compliance.
11. Ensures that NICOA SCSEP program data, records, files, etc. are kept in strict confidentiality in accordance with the privacy act.
12. Coordinates job seeker services with other agencies and employers.
13. Assists with data collection to support proposals and grants to secure additional funding or refunding for continuation and expansion of program services.
14. Hosts regular staff meetings to ensure communication among staff regarding department-related activities.
15. Represents NICOA SCSEP at community events to increase awareness and public understanding of NICOA SCSEP mission and services.
16. Develops and maintains mandated workforce partnerships for services, and referrals on behalf of NICOA SCSEP. If there is a cost for services, this must be approved by the SCSEP Director and Executive Director.
17. 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.
18. Prepares and presents reports on the status, activities and plans for current and future operations; keeps central leadership and other departments informed of the status of department activities by attending meetings and submitting reports.
19. Recruit potential SCSEP job seekers through advertising, promotion and personal contact with individuals, organizations and agencies within assigned geographic areas. Conduct enrollment activities to include intake, eligibility determination, assessment, counseling, documentation, collection of required paperwork to ensure service levels will be met.
20. Monitor and document progress of job seekers, update IEPs, and assessments no less than every six months or as often as necessary.
21. Exhibit excellent customer service skills as related to your position

22. Knowledge of computer applications including, but not limited to MS Word, MS Excel, MS Outlook, GPMS, Jobmap, Work Search, to accomplish all functions of the job.
23. Performs other incidental and related duties as required and assigned.

Other Functions and Responsibilities:

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

1. Attend local and state meetings with workforce partners as required to operate a successful program.
2. Attend National SCSEP sponsored meetings and conference calls.
3. Attend appropriate workshops and training to keep management skills upgraded.
4. Attend staff meetings and trainings as requested.
5. Adhere to NICOA policies and procedures.

Required Qualifications:

- Bachelor's degree in social services, Counseling or related fields and three years' progressive work experience working with people with barriers or disabilities including two years in a supervisory capacity. -Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.
- Solid understanding of and experience in supervising and motivating staff, as well as providing support to staff in stressful work environments.
- 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