Senior Community Service Employment Program (SCSEP) Coordinator

Are you looking for fulfilling and meaningful work? Upper Coastal Plain Council of Governments, located in Wilson, NC, is seeking someone who wants to do fulfilling, and meaningful work in an innovative and fast paced environment!

- Starting Pay $39,537 to $41,539
- Great Benefits such as, Health Insurance, 401K, Paid Time Off and State Retirement
- Great Location in Downtown Wilson near amazing restaurants, entertainment, farmers market, The Vollis Simpson Whirligig Park, and more!

General Definition of Work
Under general supervision, you assist the Aging Program Director in carrying out the mission of the Area Agency on Aging. You perform professional work, are responsible for coordinating all aspects of the Senior Community Service Employment Program, and perform related work as required.

Qualification Requirements
To be successful, you must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions
- Assures program compliance of the Senior Community Service Employment Program (SCSEP); write and submit the SCSEP Grant, complete required paperwork, and meet reporting and annual goal requirements.
- Oversees and participates in recruiting, interviewing, enrolling and placing of new participants. Assesses program eligibility; oversees and participates in assuring that all required paperwork and reporting is completed.
- Provides coaching, program orientation, information and referral and job readiness training including assistance with resumes, job search, interview skills and other work-related topics; conducts regular follow-up of training progress for job readiness.
- Recruits training sites; orients training site supervisors; provides technical assistance if problems occur between program participant and training site supervisor.
- Assesses, monitors and provides technical assistance to county providers pertaining to subcontracts, program management and expenditures; conducts on-site visits to local community training sites.
- Assist in developing program request for proposals and evaluating submitted proposals
- Serves on task forces, work groups and other action-oriented committees as subject matter expert in the field of employment issues for older adults.
- Assists in developing administrative and program support tools on all activities of the work of the employment program.
- Provides technical assistance to stakeholders and providers regarding program compliance issues.
- Performs other related duties as required.

Knowledge, Skills and Abilities
General knowledge of aging programs, program policies, procedures and requirements; general knowledge of state and agency processes and procedures as related to SCSEP programs; ability to
effectively plan, coordinate, administer and assess segments of the aging program specifically SCSEP; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with service providers, business representatives, state and local agencies and officials, advisory groups and committees, associates and the general public.

**Education and Experience**
Bachelor’s degree in gerontology, business, or closely related field; supplemented by one (1) to two (2) years previous experience and/or training that includes human services work; or an equivalent combination of education, training, and experience.

**Physical Requirements**
This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**
Possession of an appropriate driver’s license valid in the State of North Carolina.

**How to Apply**
Submit your resume and cover letter to:

Upper Coastal Plain Council of Governments
Area Agency on Aging
Attn: Mary Marlin
P.O. Box 9
Wilson, NC 27894

Or via email – mmarlin@ucpcog.org

Job posted until filled.