

Mid-Carolina Regional Council
SCSEP Coach

Mid-Carolina Regional Council seeks a highly motivated, team oriented professional to join the Mid-Carolina Team as SCSEP Coach for Workforce Development. The SCSEP Coach for Workforce Development will be working across the Mid-Carolina Regional Council's Region. As a member of Mid-Carolina Regional Council's Local Government Services Department, the SCSEP Coach for Workforce Development will report to the Programs Manager for Workforce Development.

The SCSEP Coach performs professional duties involving job development and placement of older adults under Title V in part time work and training to prepare them for unsubsidized employment.

Essential Responsibilities:

- Assures program compliance of the Senior Community Service Employment Program (SCSEP).
- Assist in writing and submitting the SCSEP Grant, complete required paperwork, and meet reporting and annual goal requirements.
- Recruits, interviews, enrolls, and places new participants.
- Assesses program eligibility and assures 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, and provides technical assistance if problems occur between program participant and training site supervisor.
- Other duties as assigned.

Preferred Skills, Knowledge, Abilities, and Physical/Other Requirements:

- General knowledge of aging programs, policies, procedures, and requirements.
- Ability to effectively plan, coordinate, and assess segments of the aging program.
- Ability to establish and maintain effective working relationships.
- Understand how computer applications and software can help complete tasks efficiently.
- Communicate through various methods including phone, email, and face-to-face.
- Can adapt to changes and learn new skills.
- Has effective writing and communication skills.
- Works well under pressure.
- Understands Word, Excel, and other relevant software to create documents and spreadsheets.
- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.

- Understands basic customer service principles.
- Portrays professional tone.
- Must possess reliable transportation and a valid North Carolina driver's license.

Educational/Experience Requirements:

- Associate's Degree preferred but relevant experience may be substituted for formal education.

Benefits

- Health insurance
- Paid time off
- Dental insurance
- 401(k)
- Vision insurance
- Flexible schedule
- Tuition reimbursement
- Life insurance
- 401(k) matching
- Retirement plan
- Professional development assistance

Pay Range

\$39,000 - 46,000 per Year

Job type

- Full-time

Interested professionals should email a cover letter, resume and three professional references to Verna Jones Mid-Carolina Regional Council, at vjones@mccog.org. Please note, only electronic application materials emailed to Verna Jones will be accepted for this position.

Mid-Carolina Regional Council is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Please email Verna Jones at vjones@mccog.org with questions or for additional information.