

Job Description: SCSEP Coordinator

Summary:

The SCSEP assistant performs administrative duties involving job development and placement of older adults under Title V in part time work and training to prepare them for unsubsidized employment under direct supervision of the SCSEP Coordinator

Essential Responsibilities:

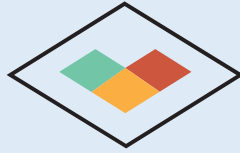
- Assist with Recruiting, interviewing, enrolling, and placing new participants.
- Assist with assessing program eligibility and ensure that all required paperwork and reporting is completed
- Provide coaching, conduct program orientation, disseminate information and job readiness related topics.
- Conducts regular follow-up of training progress for job readiness.
- Assist with recruiting training sites, orients training site supervisors, and provides technical assistance when needed.
- Other duties as assigned.

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

- 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:

- High School Diploma and 2 years of experience working with a program that operates by understanding, interpreting and applying all relevant federal, state and local laws, policies and procedures



MID-CAROLINA REGIONAL COUNCIL

Creative Regional Solutions

Benefits:

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

Schedule:

- 8-hour shift
- Monday to Friday 8am to 5pm

Salary: \$31K – 35K