

SCSEP RECRUITMENT SPECIALIST

Reports To

The Recruitment Specialist will report to the Program Manager of the Senior Community Service Employment Program (SCSEP).

Job Overview

Working in conjunction with the Senior Community Service Employment Program staff, provide assistance recruiting SCSEP Job Seekers and Host Agencies in Cumberland, Robeson, Lee, Richmond, Moore, and Bladen counties. Provide Job Seekers with Additional Training and Support Services as needed. Work is performed under the supervision of the SCSEP Program Manager.

Responsibilities and Duties

- Assist with identification and recruitment of new host agency sites.
- Assist with contracts for new host agency sites, orientation training for site supervisors and provide technical assistance as needed.
- Assist with Job Seeker outreach by attending health fairs and public events.
- Complete Job Seeker enrollment activities to include intake, eligibility determination, assessment, counseling, documentation, and collection of required paperwork to ensure service level goals are met. Ensure that all required paperwork and reporting is completed.
- Submit all appropriate documents for Job Seekers and host agencies within required time limits.
- Team with Program Director to complete Individual Employment Plans (IEPs) and Assessments of Job Seekers within 2 months of start date.
- Refer Job Seekers to and collaborate with Support Services Specialist about providing job seekers with Additional Training and Support Services (ATSS) needs.
- Inform SCSEP Program Manager on all matters pertaining to Job Seekers, host agencies or other developments that may impact project operations.
- Attend SCSEP staff meetings and trainings, as needed.
- Provide the SCSEP Program Manager with monthly schedule.
- Maintain organized files – both physical and electronic.
- Other tasks and duties as assigned.

Qualifications

- Ability to establish and maintain professional working relationships with Job Seekers, supervisors, colleagues, community members, and other persons when representing SCSEP.
- Effective writing and communication skills.

- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.
- Mature judgment and professionalism in handling confidential matters.
- Superior dependability including excellent attendance and punctuality.
- Demonstrated knowledge of Microsoft Word, Excel, and Outlook.
- Attention to detail.

Educational/Requirements

- High School Diploma and 2 years of experience working with the public
- Must possess reliable transportation, have a valid driver's license and current automobile insurance.
- Frequent travel in counties within geographical area assigned. Travel is reimbursable.
- Willingness to attend extra training as needed.
- Keyboarding/typing.
- 29 maximum hours per week.

Position Status and Compensation

This is a temporary, part-time position. The hourly rate of pay is \$35.00 per hour.

Pre-Employment Requirements

Employment is contingent upon the successful completion of a background check and drug screening.

Interested applicants should email their résumé to **Helen M. Mort** at hmort@mccog.org and reference the posted position in the subject line.