



Jobs and Involvement in America's Communities

Position: SCSEP Program Manager – WY, Part-time
(24 hours per week)

Employer: Senior Service America, Inc.

Location: TBD in Casper Area, Wyoming

Date Posted: 6/8/18

Current Salary:

Senior Service America Inc. (SSAI), headquartered in Silver Spring, MD, is a non-profit organization committed to making it possible for low-income and other disadvantaged older adults to participate fully in determining their own future and the future of their communities. SSAI provides employment opportunities to low-income and other older adults in 34 states, the District of Columbia, and Puerto Rico. For 50 years, SSAI has operated the Senior Community Service Employment Program and currently partners with a diverse network of local organizations in 13 states. For more information, please visit www.seniorserviceamerica.org.

Overview of the Position

The SCSEP Program Manager - WY is responsible for the local operation of SSAI's Senior Community Service Employment Program (SCSEP) 43 positions in Fremont, Hot Springs, Natrona, and Washakie counties. The incumbent can expect to travel locally up to 50% of the time.

Principal Duties

- Meet contracted performance targets for SCSEP (service level, unsubsidized placement per quarter, service to most-in-need, community service hours, follow-up, and median earnings)
- Recruit and enroll eligible applicants
- Follow program policies and procedures
- Oversee accuracy and timeliness of payroll submissions, training records and other administrative requirements
- Place SCSEP participants into unsubsidized jobs.
- Conduct follow-up with all exiters to determine employment status of participants post-exit
- Develop and maintain partnerships and collaborative relationships with employers, public workforce, business and industry, economic development agencies, and education and training providers
- Coordinate SCSEP efforts with public workforce system, State SCSEP Coordinators, and local Area Agencies on Aging and other community-based organizations and services
- Ensure negotiated MOUs with the public workforce system to improve the delivery of services to low-income older workers in every local area of operation
- Conduct outreach to ensure local awareness of SCSEP for recruitment and community support purposes
- Maintain personnel policies and complaint resolution procedures
- Submit accurate reports and maintain records, as required
- Other duties as assigned

Qualification Requirements

Work Experience -

The successful applicant will be an organized, self-starter who is comfortable talking to groups as well as focusing on details, and will possess a minimum of 3 - 5 years of progressively responsible direct service work experience with employment and training and/or aging programs. Past experience with hard to place populations (low income, disadvantaged, unemployed individuals and/or minority older workers) is preferred. Experience providing outplacement or recruitment services and/or certification as a Global Career Development Facilitator (GCDF) is ideal. Fluency in a foreign language, such as Spanish, is a plus.

Education -

BA/BS degree in a related field required.

Travel -

A car, automobile insurance, a driving record with no violations for the past three (3) years, and comfort driving often is required. The successful applicant will be reimbursed the current federal mileage reimbursement rate for local work- related travel. SSAI also provides supplemental automobile insurance.

Knowledge, Skills and Abilities -

1. Ability to work independently and multi-task to ensure high quality projects and customer service;
2. Strong communication, time management and organization skills;
3. Provide job readiness skills and tools for job search;
4. Establish and sustain effective relationships with partners;
5. Skill proficiency with office-productivity software, such as Microsoft Office, in particular Word and Excel, and Outlook. Comfort with data entry into database systems. Knowledge of Salesforce or another customer relationship management (CRM) tool is a plus; and
6. Being a resident in any of the counties of oversight or familiarity with community based agencies in these areas is a plus.

Benefits and Compensation

This is a part-time, professional position that offers no benefits. The successful candidate will enjoy a position that offers invaluable experience. In addition, the candidate will enjoy support from a national network of SCSEP providers and substantial training.

How to Apply

Interested candidates must submit **all** of the following documents to humanresources@ssa-i.org. Recruitment will continue until position is filled.

1. Cover letter with salary requirements and three verifiable professional references; and
2. Resume.
3. **Incomplete packages will not receive further consideration.**

Contact Information:

humanresources@ssa-i.org

Human Resources, Senior Service America, Inc.
8403 Colesville Road, Suite 200 • Silver Spring, Maryland 20910
*Senior Service America, Inc., is an Affirmative Action/Equal Opportunity Employer.
Women and members of minority groups are encouraged to apply.*