



**Position Title:** SCSEP Job Developer/Trainer

**FLSA:** Non-Exempt

**Reports to:** SCSEP Program Manager

**Position Description:**

Provides major job development assistance to SCSEP job seekers. Conduct outreach to area employers including community agencies, tribal entities, and private sector businesses to develop unsubsidized employment and/or additional training for SCSEP job seekers. Provide job seekers with ongoing case management, other training, and job search assistance. Assist with job seeker recruitment, selection and community service assignments. This position is funded through a grant from the US Department of Labor and is contingent upon availability of funds.

**Essential Functions and Responsibilities:**

NOTE: National Indian Council on Aging, Inc. unilaterally may change these requirements of this job description at any time.

These include but are not limited to the following:

1. Recruit potential employers and host agencies through written promotion and personal contacts with workforce development agencies, business owners, managers, and community agencies within assigned geographic area.
2. Arrange or provide additional job seeker training including OJE training, computer skills training, job clubs/job coaching, resume development, and job referrals for job seekers to public and private employers.
3. Refer job-ready job seekers to public and private employers including host agencies to meet the NICOA SCSEP entered employment performance goal.
4. Provide SCSEP Program Manager with statistics concerning contacts, referrals for job openings, enrollments, completions and entered employment.
5. Conduct follow ups with all job seekers that leave SCSEP, ensuring follow ups are submitted timely.

6. Provide additional job coaching assistance to job seekers if their employment ends during the follow up process.
7. Assist with job seeker enrollment activities to include: intake, eligibility determination, assessment, counseling, documentation, collection of required paperwork to ensure service level goals will be met.
8. Provide orientation and training to job seekers and work site supervisors as needed.
9. Submit all appropriate documents for job seekers and host agencies within the required time frame.
10. Team with Program Manager and Specialist to complete IEP and Assessment within 30 days after start date.
11. Monitor and document progress of job seekers and update job seeker IEP no less than every six months or as often as necessary.
12. May assist with collection and submission of job seeker timesheets, if needed.
13. Inform SCSEP Program Manager on all matters pertaining to job seekers, host agencies or other developments that may impact project operations locally, statewide or nationally.
14. Attend NICOA and SCSEP staff meetings and training courses as requested.
15. Provide SCSEP Program Manager with weekly schedule, including any approved scheduled leave and/or appointments with training sites on a weekly basis via email.
16. Knowledge of computer applications including, but not limited to MS Word, MS Excel, MS Outlook, GPMS, Jobmap, Work Search, to accomplish all functions of the job.
17. Performs other incidental and related duties as required and assigned.

**Minimum Qualifications:**

NOTE: These Include but are not limited to the following (additional responsibilities may be assigned as necessary):

- Minimum of 30 hours of college credits with minimum of 3 years verifiable and relevant experience.
- A valid driver's license and current automobile insurance.
- Frequent travel in counties within geographical area assigned.
- Demonstrated knowledge of MS Word, MS Excel, and MS Outlook.
- Strong organization and problem-solving skills.

- Good verbal and written communication skills.
- Ability to work without direct supervision.
- Mature judgment and professionalism in handling confidential matters.
- Superior dependability including excellent attendance and punctuality.
- Ability to establish and maintain professional working relationships with supervisors, colleagues, community members, and other persons when representing NICOA.
- Respect for and sensitivity to the needs and rights of others, including those with differing cultural, racial, sexual, ethnic or age identities.
- Essential function of this job is the ability to travel. Out of office travel is required; within and outside of the state.

#### **Working Conditions and Physical Effort:**

- Work is normally performed in a typical interior/office work environment.
- The noise level is moderate.
- Very limited exposure to physical risk or very limited physical effort required.
- Sitting for prolonged periods.
- Lifting items 50 lbs. or less.
- Bending or stooping occasionally.
- Keyboarding/typing.

#### **Equal Employment Opportunity:**

We are an Equal Opportunity Employer that values workplace diversity.  
The position is funded by a U.S. Department of Labor grant is contingent upon availability of funds