



## CAREERS @ ULEC

- Program:** Urban Seniors Job Program (USJP)
- Position/Title:** Site Coordinator
- Location:** Morris County
- Hours:** Part-Time; 20-25 hours per week
- Reports To:** Project Lead, Urban Seniors Jobs Program
- Position Posted:** Until position is filled
- Basic Functions:** Responsible for the recruitment, counseling, assessment, orientation, participant workshops and development of Individual Employment Plans (IEPs) and follow-up of participants for his or her assigned county. Service as a liaison between the project and the host agencies on activities related to the participants.
- Responsibilities:**
- Recruits, interviews and conducts initial pre-orientation and assist with intake process for applicants
  - Responsible for the completion and updating of participant assessments, case management notes, and IEP's
  - Identifies needed support services for participants to maximize unsubsidized employment success
  - Provides ongoing assessment of participant skills and community service assignments
  - Ensures participant training reflects IEP
  - Conducts follow-up and monitoring with host agencies and participants after placement as well as post unsubsidized employment via telephone, email, fax, and onsite visits
  - Identifies local support services at low- or no-cost
  - Works with host agency Supervisors on enhancing participant's skills
  - Identifies specialized training opportunities and provides follow-up
  - Responsible for completing training assignment description documentation
  - Provides ongoing personal and employment related counseling for participants through individual and/or group sessions
  - Maintains participant records, files and materials in accordance with USJP guidelines
  - Types letters, reports and performs other clerical duties
  - Performs other duties as required
- Qualifications:**
- Bachelor's degree in public/business administration, human services, social work or related field preferred
  - A minimum of three (3) years' experience working in the delivery of program services that includes a combination of administrative responsibilities case management, supervision and fiscal can be substituted for educational requirements.
  - Experience conducting program assessments and/or monitoring
  - Excellent verbal and written communication skills and the ability to work independently
  - Strong interpersonal and organizational skills
  - Competent technology & management skills, including proficiency with using Microsoft Office and client database management
- How To Apply:** E-mail resume/CV and cover letter to [careers@ulec.org](mailto:careers@ulec.org)  
In the subject line, write: Urban Seniors Job Program – Site Coordinator