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
In the subject line, write: Urban Seniors Job Program – Site Coordinator