



CAREERS @ ULEC

Program: Administration
Position/Title: USJP Senior Site Coordinator - Essex
Location: 508 Central Avenue, Newark 07107
Hours: 9:00 am -5:00 pm (Hybrid)
Salary: \$45,000 + Benefits
Reports To: Project Lead, Urban Seniors Jobs Program
Position Posted: Until Filled
Basic Functions: Responsible for the recruitment, counseling, assessment, orientation, participant workshops and development of IEPs and follow-up of participants for his or her assigned county. Services 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
 - Conduct follow-up and monitoring with host agencies and participants after placement as well as post unsubsidized employment via telephone, email, fax, and onsite visits
 - Identify local support services at low or no cost
 - Fill in at other county sites when needed
 - Works with host agency supervisors on enhancing participants' skills
 - Identifies specialized training opportunities and provide follow-up
 - Responsible for completing training assignment description documentation
 - Provides ongoing personal and employment related counseling for participants through individual and/or group sessions
 - Assist Program Manager with oversight of other county site staff
 - Maintain participant records, files and materials in accordance with USJP guidelines
 - Provides office management when Program Manager is unavailable
 - Types letters, reports and perform 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 include 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
- Current driver's license and reliable transportation.

How To Apply:

E-mail resume/CV and cover letter to careers@ulec.org. In the subject line, write: **"Senior Site Coordinator"**