



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

CAREERS @ ULEC

Program: Urban Seniors Jobs Program (USJP)
Position/Title: Part-Time Site Coordinator
Location: Passaic County (111 Washington Street Paterson, NJ 07505)
Hours: Part-Time; 20 hours per week
Reports To: Project Lead, Urban Seniors Job Program
Position Posted: Until filled
Basic Functions: Responsible for the recruitment, counseling, assessment, orientation, participant workshops, development of Individual Employment Plans (IEPs), and the follow-up of participants for his or her assigned county. Serves as a liaison between the project and the host agencies on activities related to participants.

Responsibilities:

- Recruits, interviews, conducts initial pre-orientation, and assist with intake process for applicants
- Effectively assist unemployed or underemployed seniors aged 55+ successfully re-enter the workforce while providing continuous support
- Responsible for the completion and updating of participant assessments, case management notes, and IEPs
- 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 the skills of participants
- 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 assigned

Qualifications:

- Bachelor's degree in public/business administration, human services, social work, or related field preferred.
- A minimum of three (3) years of experience working in the delivery of program services that includes a combination of administrative responsibilities, case management, supervision, and fiscal which can be substituted for educational requirements.

- Experience in 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 and management skills, including proficiency with using Microsoft Office and client database management.
- Must possess a valid driver's license and vehicle
- Must be bilingual (Spanish-speaking)

How To Apply: E-mail resume/CV and cover letter to jsantos@ulec.org AND careers@ulec.org. In the subject line, write Part-Time Site Coordinator (Passaic County).

Equal

Opportunity

Statement:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

The Urban League of Essex County is an Affirmative Action/ Equal Opportunity Employer.