



Urban League of  
Essex County

*Empowering Communities.  
Changing Lives.*

## CAREERS @ ULEC

<b>Program:</b>	Administration
<b>Position/Title:</b>	USJP Site Coordinator - Morris County
<b>Location:</b>	200 South Street Morristown, NJ 07960
<b>Hours:</b>	Full Time; Monday to Friday 9 am to 5 pm (Occasional work evenings and weekends)
<b>Salary:</b>	\$36,000 - \$42,000
<b>Reports To:</b>	Project LEAD Program Manager (USJP)
<b>Position Posted:</b>	Until Filled
<b>Basic Functions:</b>	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.
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Recruit, interview, conduct initial pre-orientation, and assist with intake process for job seekers.</li><li>• Effectively assist unemployed or underemployed seniors aged 55+ years to successfully re-enter the workforce while providing continuous support.</li><li>• Responsible for the completion and updating of participant assessments, case management notes, and Individual Employment Plans (IEPs).</li><li>• Identify needed support services for job seekers to maximize unsubsidized employment success.</li><li>• Provide ongoing assessment of client skills and community service assignments (CSAs).</li><li>• Ensure training for job seekers reflect IEP.</li><li>• Conduct follow-up and monitoring with host agencies and clients after placement as well as post unsubsidized employment via telephone, email, fax, and onsite visits.</li><li>• Identify local support services at low or no-cost.</li><li>• Collaborate with host agency supervisors on enhancing the skills of clients.</li><li>• Identify specialized training opportunities and provide follow-up.</li><li>• Responsible for completing training assignment description documentation.</li><li>• Provide ongoing personal and employment related counseling for job seekers through individual and/or group sessions.</li><li>• Maintain client records, files, and materials in accordance with USJP guidelines.</li><li>• Type letters, reports, and perform other clerical duties.</li></ul>

- Perform other duties as assigned.

**Qualifications:**

High School diploma required, Bachelor's degree preferred in public/ business administration, human services, social work, or related field.

- Two to three years of experience working in the delivery of program services that include a combination of administrative responsibilities, case management, supervision, and fiscal which 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 and management skills, including proficiency with using Microsoft Office and client database management.
- Must possess a valid driver's license and vehicle.
- Ability to speak Spanish fluently is preferred.

**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.

**How to Apply:**

Email resume/ CV and cover letter to [careers@ulec.org](mailto:careers@ulec.org). In the subject line, write **USJP Site Coordinator - Morris County**.

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