



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

CAREERS @ ULEC

Program:	Urban Seniors Jobs Program (USJP)
Position/Title:	USJP Site Coordinator - Morris County
Location:	200 South Street Morristown, NJ 07960
Hours:	Full Time; Monday to Friday 9 am to 5 pm (Occasional work evenings and weekends)
Salary:	\$36,000 - \$42,000 + Benefits
Reports To:	Program Director (USJP)
Position Posted:	Until Filled
Basic Functions:	Responsible for the recruitment, counseling, assessment, orientation, client workshops, development of Individual Employment Plans (IEPs), and the follow-up with job seekers for his/ her assigned county. Serves as a liaison between the USJP department and the host agencies on activities related to job seekers.
Responsibilities:	• Recruit, interview, conduct initial pre-orientation, and assist with intake process for applicants. • Effectively assist unemployed or underemployed seniors aged 55 years and older to successfully re-enter the workforce while providing continuous support. • Responsible for the completion and updating of client assessments, case management notes, and IEPs. • Identify needed support services for job seekers to maximize unsubsidized employment success. • Provide ongoing assessment of job seekers' skills and community service assignments (CSAs). • Ensure job seeker training reflects IEP. • Conduct follow-up and monitoring with host agencies and job seekers after placement as well as post unsubsidized employment via telephone, email, fax, and onsite visits. • Identify local support services at low or no-cost. • Collaborate with host agency supervisors on enhancing the skills of job seekers. • Identify specialized training opportunities and provide follow-up. • Responsible for completing training assignment description documentation. • Provide ongoing personal and employment related counseling for clients through individual and/or group sessions. • Maintain client records, files, and materials in accordance with USJP guidelines. • Type letters, reports, and perform other clerical duties.

- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in public/business administration, human services, social work, or related field.
- A minimum of three (3) 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 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.
- Ability to speak Spanish fluently is preferred.

How to Apply:

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

Americans with Disabilities Act (ADA):

The Urban League of Essex County (ULEC) will provide applicants and employees with reasonable accommodation for disabilities or religious beliefs. If you require reasonable accommodation to complete the application process, please contact our HR Department at (973) 624-9535 Ext 220.

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.