

FIRST STATE COMMUNITY ACTION AGENCY, INC.

TITLE: **Manager Seniority Community Service Employment.**

SUPERVISOR: Program Operations Director

LOCATION: Georgetown

JOB SUMMARY: Responsible for planning and coordinating day to day program management of Senior Community Service Employment Program to include; participant service, recruitment, placement, training, counseling, support services, community coordination, and recordkeeping. This program offers opportunities for subsidized community service assignments to limited income persons 55 years and older. Provides information to community individuals and groups about program activities. Responsible for fostering an active role in programs to encourage strong communication and the sharing of information to improve the delivery of services to low-income families.

MINIMUM QUALIFICATIONS: Applicants must have education, training or experience demonstrating competence in the following areas:

1. Bachelor's Degree (required) in Human Services or related field with a minimum of three (3) years supervisory experience.
2. Experience in human services work determining eligibility for benefits and/or services.
3. Knowledge of principles and practices of supervision.
4. Knowledge of federal and state rules and guidelines as they apply to human services programs.
5. Knowledge of budget preparation and control.
6. Ability to communicate effectively orally and in writing.
7. Must have valid driver's license.

DUTIES & RESPONSIBILITIES

1. Oversee recruitment, interviews, and evaluate potential enrollees.
2. Plans, assign, review and evaluate the work of job developers within program.
3. Provide technical assistance and training to job developers within the program.

4. Provides periodic counseling to enrollees.
5. Provide performance evaluations to staff and enrollees within the program.
6. Oversee enrollee's progress with site supervisor.
7. Direct daily activities of job developers within program.
8. Provide referral and follow-up service to ineligible participants, and past enrollees.
9. Responsible for ensuring program contract requirements and goals are accomplished.
10. Builds alliances with other social service organizations, working toward the common good of the community.
11. Participate in community and economic events, displaying services offered through the program.
12. Provides summary reports to supervisor and funding sources.
13. Responsible for ensuring report and records maintained in compliance with funding source requirements.
14. Ensure records are accurate and maintained on enrollees in a confidential manner according to program guidelines.
15. Collect data on enrollee progress, counseling activities, and make recommendations for program improvement/development.
16. Ensure all staff is cross trained in all areas of the day to day operations of the program.
17. Responsible for attending monthly meetings.
18. Oversee budget and assure appropriate allocations.
19. Perform other duties as deemed necessary.

FIRST STATE IS AN EEOC EMPLOYER