

SCSEP Program Specialist Job Description

Roles/Responsibilities:

The Program Specialist in the Senior Community Service Employment Program (SCSEP)/Workforce 55+ Program shall report to the responsible Regional Coordinator and will:

1. Represent the SCSEP Workforce 55+ in a professional and proficient manner in servicing participants, host agencies and employers.
2. Train participant staffers to handle the following participant actions and monitor the timeliness and accuracy of participant staffers data entry requirements in the Grant Performance Management System (GPMS) to include;
 - Participant intakes
 - Community service assignments and agreements (CSA)
 - Case Notes
 - Exits
 - Breaks in participation (LWOP)
 - Follow ups
3. Initiate development of all host agencies as follows;
 - Visit, monitor and interface with those agencies to improve agency compliance with the Individual Employment Plan (IEP) of each participant.
 - Train each supervisor to approve Ecats payroll.
 - Discuss regular participant performance updates with supervisor.
5. Work with the Regional Coordinator to obtain jobs for program participants per the assigned employment goals.
6. Shall be available during their assigned hours from Monday until Friday to coordinate all program information requests.
7. Work for a probationary period of ninety (90) days after which he/she shall present a cumulative report addressing program progress. This report will be reviewed by the Regional Consultant to evaluate performance. Results of the review will be reported to the Program Manager with any necessary corrective action determined. After the initial probationary period the Program Specialist will be reviewed semi-annually.

PARTICIPANT STAFFER ROLE AND RESPONSIBILITIES

Under the direction of the Regional Coordinator and Program Specialist, the Participant Staffer will:

- Represent the SCSEP/WF 55+ Program in a professional and proficient manner in servicing participants and Community Service Agencies (CSA).
- Prescreen prospective participants and facilitate the new intake process, ie; collect documents and enter information into the GPMS.
- Establish regular communication with participants and CSAs.
- Complete the following and enter into the GPMS:
 1. Participant Intake
 2. Community Service Agreement and Assignment Forms
 3. Case Note Form
 4. Leave Without Pay (LWOP)
 5. Bi-Weekly Payroll Rosters
 6. Exits (Regular and Unsubsidized Employment)
 7. Assist with Unsubsidized Jobs Follow-Ups
 8. Collect annual W4s(participants), CSA holiday schedules and 501©3s
- Reach out to current and exited participants to do wellness checks and follow-ups.
- Perform other duties as may be assigned by Regional Coordinator.

DECLARATIONS:

Staffer will not disclose any confidential information regarding participants and their families. Participant information will not be discussed with anyone other than the participant or his/her designee and the Regional Coordinator.

It is understood that, the Staffer is a participant in the SCSEP/ WF 55+ program and is not employed by the NJDOL, nor is this assignment a job or promise of unsubsidized employment.

Having reviewed the above role and responsibilities with my Regional Coordinator, I agree to the terms and conditions contained within.

Participant Staffer Name

Participant Staffer Signature

Regional Coordinator Signature

Date