

PROJECT COORDINATOR, OLDER AMERICANS ACT

DISTINGUISHING FEATURES OF THE CLASS: This is training and counseling work of a complex nature involving responsibility for administering the Senior Community Service Employment Program (SCSEP) for the senior community of Rockland County. The work is performed under the general direction of the Director, Office for the Aging, and in compliance with Federal and New York State rules and regulations. Supervision is provided to Community Services Aides. Does related work as required.

TYPICAL WORK ACTIVITIES:

Recruits qualified seniors for the Senior Community Service Employment Program (e.g. public outreach, interviewing, etc.);
Meets with and develops potential employers within the community;
Assigns enrollees in training programs;
Ensures compliance with contracts between the Office for the Aging and other public and private agencies regarding the placement of Community Services Aides;
Ensures that all pre-employment requirements are met;
Conducts on-the-job training sessions for Community Services Aides;
Conducts individual and group counseling for program aides, both personal and employment related;
Monitors and evaluates the effectiveness of the program (e.g. enrollee performance, achievement of goals prescribed by the sponsors, etc.);
Maintains records and completes reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of programs, facilities and services relevant to the needs of senior citizens; good knowledge of the characteristics, needs and interests of older persons; ability to establish and maintain effective relationships with senior citizens and the ability to motivate same; ability to communicate effectively, both orally and in writing, particularly with the elderly.

MINIMUM QUALIFICATIONS:

- A. A Bachelor's degree or higher and one (1) year of work experience in job placement, employment interviewing and/or recruitment, vocational or career counseling, or related field, in a human resources or human services setting* or community relations; or
- B. An Associate's degree and three (3) years of work experience in job placement, employment interviewing and/or recruitment, vocational or career counseling, or related field, in a human resources or human services setting* or community relations; or
- C. Graduation from high school or possession of an equivalency diploma and five (5) years of work experience in job placement, employment interviewing and/or recruitment, vocational or career counseling, or related field, in a human resources or human services setting* or community relations.

*Human services setting shall be defined as a public or private organization in which human services are provided, generally to prevent as well as resolve problems and to assist individuals in functioning as effectively as possible; services include but are not limited to social, economic, psychological, and/or emotional support services that are provided to clients or individuals (services are generally related to public assistance, social services, mental health, substance abuse, aging, special needs children, etc.) Human services experience involves direct contact with clients and such contact requires judgment on the part of the human services provider in interacting with or responding to clients.

R.C.D.P. (08.17.2015) 01.19.2017

Competitive