



**Job Title: Senior Community Services Employment Project Director**

Reports To: Vice President, Programs

Status: Full-Time, Exempt

**Broad Scope and Function of Position:**

Responsible for the direction and effective operation of the Hennepin County-wide Senior Community Service Employment Project; recruitment, assignment and training of seniors for employment within the federal guidelines of the Senior Community Service Employment Program (SCSEP). Supervises and supports a core team including the Case Manager; administrative support staff of SCSEP participants working with payroll, participant application process/file documentation, data entry and monitoring participants in the host agency placements. Develops strategies to attain short and long range goals to meet prescribed service levels, unsubsidized placements and most in need goals on an annual basis.

**Major Duties and Responsibilities:**

Responsibilities include but not limited to the following

**1. Supervise/Coordinate 25%**

- Provide direct supervision of the Employment Case Manager.
- Coordinate Administrative Support Team including Field Reps. as needed to support the project goals.

**2. Manage/Administer 25%**

- Ensure compliance with fiscal regulations, monitor expenditure rate via Project Performance Plan (PPP) and Payroll by Payroll on a monthly basis with Federal contractor.
- Develop annual plans defining strategies to meet prescribed goals; preparing monthly and quarterly reports on progress.
- Implement guidelines on placement follow-ups and reporting to support the attainment of the unsubsidized placement goal.
- Develop and implement personnel policies including a grievance procedure, monitor working hours and leave of absences.

**3. Recruitment, Assignment and Training of qualified older adults 20%**

- Prepare Individual Employment Plans.
- Arrange job training to upgrade skills (placement in host agency) to prepare for unsubsidized jobs.
- Provide ongoing support to senior participants in the form of job counseling; referrals and monitor performance.
- Develop job opportunities for SCSEP graduates among businesses and local profits in order to meet or exceed unsubsidized placement goals.

**5. Recruit Host Agencies 20%**

- Nonprofit or governmental orgs to meet subsidized placement requirements.

- Insure conformity with agreements to meet expanding needs for placement.
- Meet periodically with Host Agency supervisors.

#### **6. Develop Community Relations 5%**

- Increase the visibility of SCSEP and its multiple missions throughout Hennepin County with targeted activity in suburban cities of Hennepin County.
- Publicize the program to increase community awareness of benefits to individual and community.

#### **7. Special Projects & other SCSEP Funding initiatives as assigned. 5%**

#### **Qualifications:**

##### **Education**

- BA Degree in Human Services or related field, or equivalent education and experience.

##### **Experience**

- Five years of increasing experience working with the elderly or in the employment field.
- Supervision Experience.
- Must possess good interviewing skills, knowledge of community agencies and ability to work independently.
- Must be able to visit host agencies and attend off-site meetings.

\$47,000-\$55,000 annually depending on qualifications. ESNS offers a generous benefits package including Health, Dental, Life, STD & LTD, 403(b) and PTO.

#### **Application Deadline: June 12 or until filled**

**Please send a resume, cover letter and salary requirement to the addresses below.**

**East Side Neighborhood Services, 1700 2nd Street NE, Minneapolis, MN 55413;**  
humanresources@esns.org ; www.esns.org

#### **AN EQUAL OPPORTUNITY–AFFIRMATIVE ACTION EMPLOYER**

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.