

Big Sandy Area Community Action Program is looking for a Senior Community Service Employment Program (SCSEP) Manager to match eligible older workers with part-time paid training assignments.

Position Summary: The SCSEP Manager helps low-income, unemployed individuals aged 55+ to increase their employability and find work. Participants build skills and self-confidence, while earning a paycheck at their part-time training assignment. This position will be based in our Paintsville office, but will require travel throughout the 9 county service area.

Job duties and details:

- Recruiting and determining eligibility of applicants and providing orientation for program participants.
- Developing and maintaining relationships with employers to ensure quality worksites for participant placements.
- Monitoring participant progress toward established goals and tracking outcomes after attainment of employment.
- Remaining knowledgeable of program changes and initiatives by working closely with funding source staff.
- Maintaining customer records of eligibility, activities, and services provided.
- Submitting all required reporting including bi-weekly participant payroll records.
- Promote SCSEP and BSACAP by serving on boards, committees, and participating in community activities

Qualifications:

- Bachelor's Degree in Social Work or related field is desired, combinations of education and work experience may substitute
- Previous experience in leading social programs and meeting performance targets is strongly preferred
- Ability to use independent judgement
- Well-developed interpersonal skills
- Valid driver's license and travel throughout service area is required
- Hire subject to agency policy on background check and drug screening

Benefits

- Health, Vision, and Dental insurance
- Life Insurance
- Kentucky Retirement (CERS)
- Generous paid time off, including 13 paid holidays

**Qualified applicants may submit resume or application to:
BSACAP, ATTN: HR Manager, 230 Court St, Paintsville, KY 41240.
Closing date for applications is May 28, 2021.**

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals.