

**Operation ABLE of Greater Boston, Inc.**  
CAREER OPPORTUNITY  
Senior Community Service Employment Program\* Team



**TITLE:** SCSEP Regional Manager, Essex County (*Stationed out of Lawrence Office*)

**REPORTS TO:** SCSEP Director

**ORGANIZATION:** Operation ABLE of Greater Boston, a 501c(3) organization, is the only workforce development organization in the region that targets its services to meet the needs of the mature worker. The agency's mission is to provide employment and training opportunities to job seekers of all ages with a priority of serving the mature worker. ABLE is equally committed to servicing Massachusetts employers by providing well-qualified candidates to meet their employment needs and by training employees so they can be as productive as possible at their jobs.

The Senior Community Services Employment Program (SCSEP) is a Department of Labor funded community service training program for economically disadvantaged adults 55yrs or older. Program participants receive a training stipend equal to the state minimum wage while assigned part time to a local 501 (c) (3) nonprofit organization or government agency. Participants have the opportunity to enhance their job skills and gain current work experience as they pursue unsubsidized employment opportunities during the program period. Operation ABLE administers the SCSEP program in Essex, Middlesex, Suffolk, Norfolk, and Worcester Counties in Massachusetts and all of New Hampshire.

**Job Responsibilities:**

1. Have full and detailed understanding of SCSEP program rules, guidelines and requirements
2. Recruit and maintain relationships with Host Agencies
3. Develop collaborations and partnerships with MassHire career centers and other community based organizations
4. Conduct strategic outreach and marketing to potential employers to generate job listings and unsubsidized job placements
5. Conduct outreach and a regular calendar of information sessions to recruit program participants.
6. Hire and supervise Program Coordinators
7. Design and implement training programs for program staff, Participant Staff and participants
8. Lead regular staff meetings
9. Coordinate quarterly meetings for participant guidance and instruction
10. Conduct and oversee regular reviews of program and client files to prepare for audits and assure compliance with federal, state and local government regulations
11. Enroll, train and supervise Participant Staff to assure accurate and timely management as needed to manage program functions such as:

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- a. Program Assistant
  - b. Job Developer
  - c. Payroll Clerk
  - d. Data Entry Clerk
  - e. Quality Control Clerk
12. Ensure that paperwork is complete, accurate and submitted on time
  13. Oversee timesheet due dates and submission of payroll data to ABLE headquarters
  14. Assure that all SCSEP core performance measures are attained
  15. Complete reports as required

**Preferred Qualifications:**

- Ideal candidate will have a minimum of five years of work experience in project management and supervision and will be familiar with state workforce development systems and delivery of employment services, related college degree preferred
- Experienced building relationships with low income constituents of diverse socio-economic backgrounds
- Must be able to demonstrate interviewing and assessment skills, teaching and/or training experience, counseling skills, and job hunting and employment process especially for non-exempt workers
- Must be mature, enthusiastic and possess excellent communication and interpersonal skills
- Must be flexible, have a good sense of humor, able to get and stay organized
- Excellent MS Office and database application skills required
- Frequent travel required, access to own transportation required

*Operation ABLE of Greater Boston, Inc. will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. Operation ABLE of Greater Boston, Inc. welcomes applications from individuals with disabilities and will provide reasonable accommodation for interviews and for service upon request.*

**Please send a resume and cover letter to:**

Deborah Delman, SCSEP Director  
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*Operation ABLE SCSEP is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities, Video relay calls are welcome.*