

Operation ABLE, Inc.
CAREER OPPORTUNITY
Senior Community Service Employment Program* Team



TITLE: AREA PROGRAM ASSISTANT
REPORTS TO: NEW HAMPSHIRE SCSEP Regional Director
HOURS: Four day per week training position 29 hours per week
COMPENSATION: \$14 to \$18/hour

OFFICE: We will be filling two part-time regional positions:

- Coos and Upper Grafton County Region and
- Cheshire, Sullivan and Lower Grafton

Hybrid remote work may also be available.

Initial weekly (reimbursed) trips to Manchester for on-boarding and training.

ORGANIZATION: Operation ABLE, Inc. a 501(c)3 organization, is the only workforce development organization in the region that targets its services to meet the needs of mature workers 55 and older. The agency's mission includes providing employment and training opportunities to job seekers of all ages.

OPERATION ABLE's SCSEP PROGRAM*: The Senior Community Services Employment Program (SCSEP) is a training program that sets up unique partnerships between disadvantaged older jobseekers and local nonprofits or government agencies. SCSEP is funded by the Department of Labor and the State of New Hampshire*. Participants gain current work experience and enhance their job skills & resumes while giving 20 hours/week of service at interesting nonprofit sites. They receive a training stipend equal to the state minimum wage their hours, and use support from Operation ABLE as they continue to look for a job.

Goal: The Area Program Assistant (APA) will enroll and support participants to use the program effectively and gain employment.

Trainee Responsibilities:

This position will be filled by a trainee who will focus on building case management skills. Activities and documentation are reviewed by the NH SCSEP Regional Director.

- Intake and eligibility screening; individual case work with participants to set employment goals and fulfill enrollment and participation requirements
- Identify community service sites (host agencies) where each participant will perform a training assignment
- Provide documentation; maintain ongoing contact with participants, their supervisors and host agencies
- Represent Operation ABLE; build a network of employers, human service organizations, employment and career education programs; learn about opportunities and open doors for participants
- Problem solve and train as needed to ensure timesheets and payroll documentation is accurate
- Regular outreach that includes posting flyers, holding information sessions and identifying partners who will refer to the program

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Look Forward to: Great colleagues, strong community impact; room to learn, grow & initiate!

Qualifications: Currently [eligibility for the SCSEP program](#) as a participant preferred; strong communication skills; previous case management or human services experience preferred; strong computer and Microsoft skills preferred

Experience: 3-5 years of relevant experience or some higher education

Requirements:

- Eligibility as a SCSEP participant preferred
- Demonstrated ability to build ongoing working relationships with diverse constituents, team members and business partners; a professional & collaborative manner
- Have or quickly acquire competence in the following areas: interviewing and assessment, case management
- Understanding of and sensitivity to mature (55 years+) job seekers who may have multiple employment barriers.
- Frequent travel in the region, valid driver's license and reliable transportation
- Internet, email, and Microsoft Word skills

The ideal candidate will enjoy work and be motivated by the opportunity to help people act on their strengths to achieve economic empowerment. They are mature, enthusiastic, juggle responsibilities well and possess good writing & communication skills.

Operation ABLE, 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 welcomes applications from individuals with disabilities; we provide reasonable accommodation for interviews and for services upon request.

Please contact:

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** For program funding details in compliance with the Stevens Amendment, please visit <https://operationable.net/scsep-stevens-amendment/>*

Auxiliary aids and services are available upon request to individuals with disabilities; Video relay calls welcome.