

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



**TITLE:** AREA PROGRAM ASSISTANT  
**REPORTS TO:** NEW HAMPSHIRE SCSEP Regional Director  
**HOURS:** Four days/29 hours per week  
**COMPENSATION:** Up to \$18.00/hour

**HOME OFFICE:** Coos or Grafton County Region – Remote opportunity with 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 for the hours they do, 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 in Coos and Grafton Counties.

**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 Manager.

- 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 individuals to the program

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

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



**Qualifications:** Currently eligible for the SCSEP program (including 55 years or older, income eligible, unemployed) as a participant; strong communication skills; previous case management or human services experience preferred; good computer and Microsoft skills preferred

**Education:** 3-5 years of relevant work experience or some higher education preferred.

**Requirements:**

- Eligible to be a SCSEP participant
- 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.
- Excellent time management and ability to juggle multiple tasks
- Frequent travel in the region and valid driver's license
- Basic computer savvy: comfort with email and virtual meetings such as Zoom

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:**

KRISTIN GORRIE  
KGorrie@operationable.net  
Operation ABLE  
228 Maple Street, Suite 300  
Manchester NH 03103  
603-206-4407

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

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