

The Legacy Link
Area Agency on Aging
Senior Community Service & Employment Program
Participant Specialist

DEPARTMENT: SCSEP

ACCOUNTABILITY: Reports to the SCSEP Director

STATUS: Full-Time, Non-Exempt

JOB SUMMARY: Manages all phases of the Senior Community Services Employment Program for assigned region.

Essential Functions:

1. Responsible for recruitment, enrollment, and management of local participants.
2. Accurate and timely completion of routine mandated paperwork.
3. Recruits, trains, and provides on-going mentorship to Participant Assistants in assigned offices.
4. Develops community partnerships and coordinates Host Agency acquisitions, orientations, and assessments.
5. Ensures that policies and controls for SCSEP program are in compliance with regulations.
6. Creates partnerships with supportive services, businesses, and other organizations that support the SCSEP.
7. Ensures that the SCSEP database, Sales Force, and all required forms are being utilized and maintained correctly.
8. Monitors and supports Host Agencies and participants.
9. Assists with community outreach and education efforts regarding the SCSEP.
10. Travel frequently to local sites with the possibility of overnight stays.

Additional Areas of Responsibility:

1. Markets and obtains referrals for services.
2. Completes intake/orientation process.

Other Information/Requirements:

1. Ensures HIPAA compliance.
2. Communicates information effectively with other departments.

Education:

High School Diploma plus four years of experience required. Four year degree in social service area preferred.

Licensure:

Valid Georgia Driver's License

Required Skills:

1. Knowledge of employment services and supportive services in the region.

2. Ability to communicate the goals and objectives of SCSEP to older adults, training site staff, and potential employers. Ability to communicate with people having a variety of educational levels.
3. Interpersonal communication skills.
4. Well-organized and detail-oriented
5. Proficient computer skills with emphasis on accuracy of data captured.
6. Problem-solving skills.
7. Ability to follow instructions and to work independently and as part of a team.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job, on a case-by case basis.

1. Local and regional travel required.
2. Required to inspect and safely operate a motor vehicle in a wide range of weather and traffic conditions.
3. Regularly required to use hands to write, use a computer, operate a motor vehicle, use a hand-held device and telephone, and manipulate documents.
4. Regularly required to read documents and write neatly, legibly, and transcribe accurate information and numbers/values.
5. Employee continually engages in activities that require talking and hearing.
6. Frequent: Standing, sitting, walking, repetitive use of hands, simple grasping and fine hand manipulation, pushing and pulling with hand(s). Occasionally required to reach above shoulder level.
7. Must be able to lift and/or move up to 11 pounds, and occasionally 25 pounds. (When lifting more than 25 pounds, two or more people are required to lift the load.)

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job, on a case-by-case basis.

1. Temperature ranges from normal indoor climate-controlled environment in buildings or vehicles, various outdoor conditions and temperature extreme encountered during travel, and unpredictable indoor environmental conditions encountered in off-site locations.
2. Regularly exposed to outside weather conditions when traveling.
3. May be subjected to clients with communicable diseases, or may be exposed to potentially infectious materials or other conditions at job sites or other locations, which may include (but are not limited to) poor air quality, mold, mildew, fungus, exposure to cigarette smoke, etc.
4. May be required to walk on uneven terrain.
5. May be required to travel to community areas that are potentially dangerous, or to isolated rural locations.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

The Legacy Link, Inc. is an Affirmative Action/Equal Opportunity Employer.