Greater Wisconsin Agency on Aging Resources

Position Description

# Position Title: WI Senior Employment Program Coordinator

Reports to: Older Americans Act Program and Special Projects Manager

Position Status: This is a 30 hour per week, exempt position working standard business hours Monday through Friday with some nights, weekends, and overnights possible. Located at the Dane County Job Center

**Position Summary:**

The WI Senior Employment (WISE) Program provides temporary, part-time training opportunities in community service agencies for unemployed, low-income persons who are 55 years of age and older and have poor employment prospects. The program is designed to provide participants with new and marketable skills so they may enter or re-enter the workforce. The WISE Program Coordinator is responsible for assisting the program coordinator in the administration of the WISE Program in Dane and Columbia counties.

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# Essential Job Functions:

* Using various resources, strategies, and partnerships, recruit and screen older adults who may be eligible for services through the WISE Program.
* Responsible for eligibility determination of applicants adhering to federal guidelines and regulations including all necessary paperwork to be completed and filed as instructed.
* Provide orientation to new participants within 30 days of eligibility determination using materials prepared in the WISE Program manual.
* Administer assessment to applicant; prepare county labor market information and review with participant. Information gathered will be the basis of completing the Individual Employment Plan (IEP) in coordination with the participant. Reassessment and IEP to be updated at least twice yearly.
* Compile list of community service assignments to use when selecting a training worksite for the participant.
* Meet with non-profit agencies (501(c)(3) public or government agencies to provide information about becoming a potential worksite for a participant explaining the WISE Program and the benefits of being a host agency. Ensure host agency agreement is reviewed, signed, and dated (must be updated yearly) along with a copy of their non-profit status. All information to be maintained in separate files.
* At least twice yearly, monitor host agencies to ensure compliance within the worksite and there are no maintenance of effort violations.
* Collaborate and develop other training as needed especially computer classes for participants so they develop skills and are proficient.
* Understand and enforce termination rules as outlined in the WISE Program manual.
* Understand the steps needed to guide participants into unsubsidized employment working with the Workforce Investment Act (WIA) partners whenever possible. Contact and gather information once a participant is employed during three quarters after exit and the final in one year. All information must be documented on proper forms.
* Understand and be able to interpret the quarterly program reports and the performance goals established for each program year by the state program coordinator. If agency does not meet specified performance goals, develop a corrective action plan outlining new strategies to correct.
* Recertify participant information and income to verify eligibility for continued enrollment in the program. All information must be sufficiently documented.
* Meet with local Workforce Development Board executive directors within specified workforce development areas to discuss coordination of services and to update or renew memorandum of understanding which is a requirement under the Older Americans Act.
* Maintain ongoing case notes to show participant’s progress and provide assistance when problems arise.
* Review, gather, and approve timesheets received from participants ensuring all information is accurate and appropriate signatures are documented. Work with the Greater Wisconsin Agency on Aging Resources (GWAAR) accountant to review periodically CARS expenditure reports or with the state program coordinator to ensure contract is not under or over-spent.
* Responsible for ensuring all GWAAR data received is entered into SPARQ and that any data quality reports generated are corrected. This includes making sure CSA and training hours are consistent with payroll and are entered into the system in a timely manner.
* Recruit, assign, train, supervise, and monitor participant staff who assist in the programmatic administration of the WISE Program.
* Meet, consult, and brief Older Americans Act Programs and Special Projects Manager of any updates or issues concerning the overall operation of the WISE Program.
* Attend all meetings as required by GWAAR staff and any which are scheduled by the state program coordinator including attendance at the annual Wisconsin employment and training meeting.
* Maintain relationship with county aging and disability resource center directors.

**Qualifications**

Bachelor’s Degree in social sciences or closely-related field or at least two years of paid experience in aging or workforce development, case management/career counseling, and/or recruiting. Knowledge about adult and older worker employment and training programs particularly Title V of the Older Americans Act and the Workforce Investment Act programs is preferred. Knowledge of principles and processes for providing outstanding customer service. Strong knowledge of recruiting, interviewing, selecting, and/or hiring. Self-starter, organized, and detail-oriented. Must be flexible and able to adapt to changing priorities. Must be willing to travel within program region. Ability to work effectively as a team member. Ability to communicate openly and effectively. Strong problem-solving ability, organizational skills, and able to meet deadlines. Strong computer skills a must.