National Asian Pacific Center on Aging
Position Description

POSITION
Senior Community Service Employment Program (SCSEP)
National Assistant

CLASSIFICATION
Tech II

SALARY RANGE
$30,571 - $40,228

GENERAL RESPONSIBILITIES
Under the supervision of the SCSEP National Director, is primarily responsible for completing multi-level tasks in a timely manner exercising sound and mature judgment. Able to work well with others in a collaborative manner. Interacts with subprojects and representatives of community based organizations on occasion, providing guidance and direction to subprojects at the direction of and in coordination with the National Director. Produces routine and ad hoc reports as required.

SPECIFIC DUTIES:

1. Assist the National Director in monitoring and tracking subproject’s performance and potential issues in order to ensure full compliance with program rules and regulations.

2. In coordination with National Director and Data specialist, assist in conducting data validation related to eligibility, performance and reporting requirements for SCSEP, according to the U.S. Department of Labor standard and procedures, in coordination with National Director.

3. In coordination with National Director, coordinate annual training sessions hosted by NAPCA, U.S. Department of Labor (DOL), or other Workforce Development agencies for subcontractors and NAPCA staff. Develop program training materials. Stay current with federal Code of Federal Regulations (CFR) and DOL issued Training and Employment Guidance Letters (TEGL) and Training and Employment Notices (TEN). In coordination with the National Director, advise subprojects of any regulation changes and provide technical assistance to ensure full compliance. Provide in-service training to subprojects on an as-needed basis.

4. Assist the National Director to coordinate monthly conference calls; Prepare and distribute agenda and related materials; Record and distribute minutes and conduct follow-up as directed.

5. In coordination with National Director, conduct file monitoring to ensure compliance with NAPCA policy and DOL rules and regulation. Provide reports to the National Director and follow up with subprojects as directed by the National Director.

October 2013
6. Assist National Director with annual compliance monitoring of NAPCA subprojects to ensure compliance with federal, state, local regulations, and NAPCA subcontract requirements.

7. In coordination with SCSEP Data Specialist, collect Quarterly Progress Reports and ensure accuracy of reports. Review QPR narrative reports and compile a summary for the National Director.

8. In coordination with SCSEP Data Specialist, assist in inputting SCSEP data into the SCSEP Performance And Results QPR (SPARQ) system.

9. In coordination with National Director and Data Specialist, review and update participant program handbook, NAPCA SCSEP Procedures Manual, and SCSEP related forms for participants and host agencies when needed.

10. In coordination with National Director, assist in the annual preparation of the DOL grant proposal and application. Provide reviewing and editing assistance for the proposal. Research statistical data related to Asian Americans and Pacific Islanders (AAPI) as requested.

11. Research local labor market data quarterly; Report to National Director; Provide to subprojects as directed.

12. Coordinate the submission of articles from subcontractors; provide editing assistance as necessary; and provide support to the newsletter editor.

13. Other related duties as assigned.

**MINIMUM QUALIFICATIONS**

BA degree, preferably in social service or other related field; relevant work experience can substitute, including in health and human services, aging or employment and training, with substantive levels of responsibilities for program planning and coordination. Excellent writing skill required. Ability to effectively use word processing, spreadsheet and database programs. Ability to work independently and within a team structure. Occasional travel.

**WORK HOURS**

Normal work hours are: 8:30 a.m. - 5:00 p.m., Monday – Friday, except for scheduled holidays, with one hour for lunch. Occasional work is required outside of regular work hours. Extensive travel may be required on occasion.

*Equal Opportunity Employer*