



NCBA SCSEP  
1220 L STREET, NW  
SUITE 800  
WASHINGTON, DC 20005  
Phone: 202-637-8400  
Fax: 202-347-0895

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JOB TITLE: Job Counselor

HOURS OF TRAINING: 15 - 20 Hours Per Week

RATE OF PAY: \$9.55 - \$12.00

**DEFINITION:**

The SCSEP Participant Counselor under the direct supervision of the NCBA Job Developer is responsible for assisting with the day-to-day operation of the NCBA-Senior Community Service Employment Program in a specific geographic area(s).

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Assist with the recruitment and host agency assignment of new NCBA-SCSEP participants, to include intake process.
- Assist with the placement into unsubsidized employment of the NCBA-SCSEP participants.
- Deliver forms to host agencies, such as: in-kinds, time sheets, new packages, IEP's and any other duties as needed by the State office.
- Maintain on-going contact with participants and host agencies and inform State office staff of any problems observed.
- Assist in determining the supportive service need of participants and seek our resources to address such needs.
- Identify potential host agencies for NCBA-SCSEP and refer such agencies to the state office staff.
- Act as a representative of NCBA-SCSEP and advocate for the well being of older workers.
- Assist the Job Developer with updating participant resumes, job searching via web, networking, etc. Assist participants with employment applications to include online.
- Assist with the State office monthly recertifications.
- Assist with the State office monthly follow-ups for non-placements and quarterly follow-ups for placements.
- Performs other duties as assigned by the NCBA-SCSEP Job Developer, NCBA-SCSEP Administrative Assistant or the NCBA-SCSEP Program Coordinator

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Participant Counselor Signature & Date

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NCBA Staff Signature & Date

Revised on July 29, 2014