



SENIOR EMPLOYMENT

PURPOSE

SER Jobs for Progress National (Service, Employment, Redevelopment) works closely with Pueblo Cooperative Care Center for the employment of senior citizens from our community. SER Jobs for Progress National is funded by the U.S. Department of Labor and operates the Senior Community Service Employment Program (SCSEP) which focuses on the training and employment needs of the mature worker. In its fourteenth year of operation, services are provided in California, Colorado, Kansas, Missouri, Texas, and Wisconsin. Participants in the Senior Community Service Employment Program come from all walks of life, have diverse work experiences and possess various levels of education. SER Jobs for Progress National partners with local nonprofit organizations like Pueblo Cooperative Care Center (host agencies) to provide participants with training opportunities to update their skills. The program has been successful in placing individuals in full and part-time jobs which benefit them economically and socially. The Senior Community Service Employment Program is authorized by the Older Americans Act, the program provides subsidized, service-based training for low-income persons 55 or older who are unemployed and have poor employment prospects.

SKILLS

In addition to meeting the requirements of SER Jobs for Progress National, the Senior Community Service Employment Program employee must maintain a commitment to support diverse individuals in critical need work environment. Skills and qualifications vary depending on job assignments and are tailored to meet the needs of Pueblo Cooperative Care Center and the employee by SER Jobs for Progress National. In addition, Senior Community Service Employment Program employee skills must include:

- a. the ability to express compassion and empathy for those living on a low income, senior citizens, veterans, individuals facing substance abuse, individuals with intellectual or developmental disabilities, the homeless and others;
- b. computer literacy and familiarity with MS Office and database management programs;
- c. attention to detail including knowledge of grammar and punctuation;
- d. ability to work under time constraints;
- e. excellent interpersonal communication methods;
- f. the ability to identify organizational needs and provide recommendations; and
- g. the ability to work in a faith-based, team-oriented environment.

SUPERVISOR

Senior Community Service Employment Program employees report to the local Director of SER Jobs for Progress National, and to the Executive Director of Pueblo Cooperative Care Center or their designee within the work environment.



DESIRABLE CHARACTERISTICS

Senior Community Service Employment Program employee must be reliable, trustworthy, maintain integrity, have patience, be punctual, understanding and empathetic to client needs.

RESPONSIBILITIES

Responsibilities and expectations for the Senior Community Service Employment Program employee are outlined by SER Jobs for Progress National with agreement from Pueblo Cooperative Care Center.

SER JOBS FOR PROGRESS NATIONAL

www.ser-national.org

230 N. Union Avenue
Pueblo, CO 81003
(719) 553-3435

WORKSITE LOCATION

326 West 8th Street
Pueblo, CO 81003

ORIENTATION & TRAINING

Senior Community Service Employment Program employees must complete all required SER National employment documentation prior to working at Pueblo Cooperative Care Center. Program-specific orientation and job training are provided by the staff at Pueblo Cooperative Care Center followed by on-the-job training with individuals serving in that position. One-on-one mentoring with staff and experienced volunteers will be provided. As warranted, Senior Community Service Employment Program employees may be requested and are expected to attend in-service education sessions as needed.

TIME COMMITMENT

Shifts for Senior Community Service Employment Program employees is determined by SER National and must be within the hours of operation of Pueblo Cooperative Care Center.

MORNING MEETING

Senior Community Service Employment Program employees are expected to attend the morning meeting each day they work to receive all staff updates and the distribution of current information. Staff, volunteers and invited guests meet every morning, Monday through Friday at 8:40 a.m. to review available services, discuss upcoming events and activities, address security concerns and share in development activities including presentations, awards, recognitions, birthday celebrations and more.



BENEFITS

Working to help others helps bring good to a world in need and it gives every Senior Community Service Employment Program employee a sense of purpose. This type of work helps individual's increase and enhance their physical, emotional and spiritual growth and it helps to build up communities both large and small. As a faith-based organization, Pueblo Cooperative Care Center firmly believes that helping others in need is a way to honor God.

The benefits of working as a Senior Community Service Employment Program employee are to be self-assessed by each individual as they can be both intrinsic and extrinsic in nature. Benefits experienced by working may include but certainly are not limited to:

- a. earned income and development of a sense of value and worth;
- b. grounding an individual in their foundational beliefs while serving others;
- c. developing and contributing to community resources that further the objective of helping others and the community;
- d. developing skills by working in a team environment and interacting with clients;
- e. contributing to an efficient and high functioning non-profit organization;
- f. to engage with and develop relationships with community members; and
- g. to make new friends in an environment that believes in the value of all people.

