



We are looking for a passionate advocate for seniors!
Are you interested in helping people improve their lives?
Are you interested in improving your own skills?
We may have the perfect position for you!

Who we are: Associates for Training & Development (A4TD) administers a federal jobs training program called the Senior Community Service Employment Program (SCSEP), which provides job training services to unemployed, 55+ aged, income eligible individuals. We help people get training and jobs! We are currently helping over 800 people in Connecticut, Maine, New York, Pennsylvania, and Vermont.

Position: Case Management Position Assistant (CMPA) – Position available in our South Buffalo Office.

The Case Management Position Assistant is an advocate for older people and must love helping others! The position will assist in program activities throughout their region. Responsibilities include: general office duties, case management, assisting mature workers in organized job search, recruiting prospective program applicants, and developing community partnerships. The position is part-time (25 hours/week).

Requirements:

- Candidates **must** meet criteria for enrollment in A4TD's Senior Community Service Employment Program: be **unemployed, age 55+, income eligible**, and a resident in A4TD's service area.
- Education: high school diploma required; Associates Degree preferred.
- Experience in customer service, social services, education, or human resources is a plus!
- Intermediate computer software skills required including: keyboarding, Microsoft products including Word, Excel and Outlook, and Internet search.
- Strong oral and written communication skills; good listener and organizational skills; flexible and reliable.
- Excellent customer service skills a necessity.
- Be knowledgeable of the area and its labor market.
- Must have a current valid drivers' license and access to a reliable vehicle; some local travel is required.

We will train the right person!

For more info & to apply:

visit our website at: www.a4td.org

We are an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities.