



DEPARTMENT OF COMMERCE

Fax it to:
NCWorks Online
Connecting talent to jobs

Division of Workforce Solutions
www.ncworks.gov



DEPARTMENT OF COMMERCE

Date: 10-31-13
Workforce Office Fax No.: [office complete]

Workforce Office serving your area: [office complete]
Workforce Office E-Mail: [office complete]

www.ncworks.gov

Tell us about this position... (please complete ALL sections, as we will not be able to post incomplete orders)

Company Name: YVEDDI Federal I.D.: 56-0851147

Job Title: Yadkin Valley Senior Center Coordinator

Start Date: November 25, 2013

Is this a new job posting, or has a similar/identical job order previously been submitted? [X] Yes [] No
If yes, may a staff member contact you regarding an expedited means of posting similar positions?
Please indicate your contact information below and fax form back to Workforce Office. [X] Yes [] No
(The remaining form need then only indicate CHANGES from the previous order.)

Main/Corporate Contact Information

Contact Person: Kathy Payne Title: Executive Director

Mailing Address: P. O. Box 309

City: Boonville State: NC Zip: 27011

Phone: 336-367-3520 Alternate Phone: 336-367-7251

Fax: 336-367-3637 Email: kpayne@yvheadstart.com

Job Location Information (if different from above)

Job Location Contact Person: Title:

Physical Address: 121 Delos Martin Drive

City: Jonesville State: NC Zip: 28642

Phone: Alternate Phone:

Fax: Email:

Display online to job seekers? [X] Yes [] No - Please note that this job will not be displayed in online job search results and job seekers will NOT be able to apply directly online to this job. Only staff will be able to view the job and make referrals.
Display your company name? [X] Yes [] No
Have our staff screen your applicants? [X] Yes - If yes, require the applicant to meet the staff member that is screening? [] Yes; [] No [] No

Career Readiness Certification Required: [] Bronze [] Silver [] Gold [] Platinum [] N/A

Occupational Licenses/Certifications Specify: [] Required [] Preferred

Complete the following section only if this is your first time posting a job with NCWorks Online or information has changed.

How would you like DWS to contact you?

[X] Internal Message (through NCWorks Online) [X] Email [] Text Message (If Available)
[] Text Message Notification (If Available) [] Mass Mail [] Fax

Company Information:

Industry Title: Human Services No. of Employees:

Type of Employer: [] Private Sector [] State Government [] Local Government
[] Federal Government [] International/Foreign Gov. [X] Non-Profit [] Education (Higher) [] Education (K-12)

Job Details

Number of Positions: 1 Keep Job Order Open Until: Filled (Cannot exceed 60 days without notifying Workforce Office) Number of Referrals Desired: 7-10

Type of Job:

[X] Regular [] Temporary [] Seasonal [] Volunteer [] Contract [Length: month(s)/year(s)]
[X] Full-Time (30+ hours) [] Part-Time (<30 hours) [] Full and Part-Time Positions [] As Needed (PRN)

<p style="text-align: center;">Job Summary</p> <p>Please provide a detailed job description of the position (including any specialized skills required).</p> <p style="text-align: center;">(PLEASE PRINT)</p>	<ol style="list-style-type: none"> 1. Must be able to effectively communicate with local agencies, businesses, the community, and Older Adults. 2. Must be able to schedule and organize time to develop, implement, and coordinate Senior Center activities. 3. Must be able to recognize and be sensitive to the needs of Older Adults and provide assistance to local communities for elderly activities. 4. Must have knowledge of services available to Older Adults and maintain an environment that is beneficial and inviting to older adults. 5. Must be able to complete records and reports accurately and completely. 6. Must be able to supervise subordinate staff and volunteers properly. 7. Must be able to work flexible hours. 8. Must have knowledge of job related laws and regulations. 9. Must be able to provide information and referral services.
Hiring Requirements	
Check hiring requirements for this job, if any: <input checked="" type="checkbox"/> Drug Test <input checked="" type="checkbox"/> Background Check <input type="checkbox"/> Credit Check <input checked="" type="checkbox"/> Reference Check <input type="checkbox"/> Motor Vehicle Record Check <input type="checkbox"/> Other (specify: _____)	
Testing Requirement: <input type="checkbox"/> Employer will perform <input type="checkbox"/> Workforce Office will perform <input type="checkbox"/> Other Source will perform testing Provide a brief description of the testing being performed:	
Education, Licenses, and Certifications	
Minimum age of applicants to this position, if any? 21	
This minimum age is due to the following:	
<input type="checkbox"/> Alcohol <input type="checkbox"/> Hazardous work/materials involved <input type="checkbox"/> Hours of Work <input type="checkbox"/> Insurance <input type="checkbox"/> Other (Specified in Job Summary) <input type="checkbox"/> Special Program/Category <input type="checkbox"/> Bonding	
Minimum education required, if any: (<i>HS diploma/GED, College graduate-specific degree level, etc.</i>): 2 Year Associate Degree in Social Sciences or related field	
Minimum months of prior experience required, if any? 24	
Is job accessible by public transportation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Driver's License Required: <input checked="" type="checkbox"/> Yes (operator) <input type="checkbox"/> Yes (CDL) <input type="checkbox"/> No	
Driver's License Type Required: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> N/A	
Endorsements: <input type="checkbox"/> Class H <input type="checkbox"/> Class N <input type="checkbox"/> Class P <input type="checkbox"/> Class S <input type="checkbox"/> Class T <input type="checkbox"/> No Endorsements Required	
Compensation and Hours	
Hiring compensation range? Minimum Pay: \$13.92 Maximum Pay: Basis of salary/pay: <input checked="" type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Quarter <input type="checkbox"/> Other (specify: _____)	
Pay comments: <input checked="" type="checkbox"/> Depends upon Experience <input type="checkbox"/> Commission only <input type="checkbox"/> Salary + Commission <input type="checkbox"/> Piece rate <input type="checkbox"/> Salary + Tips <input type="checkbox"/> Salary + Bonus <input type="checkbox"/> Per Diem only <input type="checkbox"/> Will discuss with applicant	
Hours per week? <input type="checkbox"/> Not specified <input type="checkbox"/> Vary <input type="checkbox"/> Are Specific (# per week = 40+)	
Shift: <input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Evening/Swing <input type="checkbox"/> Night/Graveyard <input type="checkbox"/> Rotating <input type="checkbox"/> Split <input type="checkbox"/> Other (Specified in Job Summary)	
Benefits Offered	
Please list benefits that you plan to offer to the incumbent, if any: Health Insurance, Pension Plan, Paid Holidays, Paid Sick and Annual Leave	
Job Application Methods Accepted	
Check the methods that individuals may use to apply for this job:	
<input type="checkbox"/> Provide a NCWORKS Online Resume (recommended) <input type="checkbox"/> Provide a NCWORKS Online Application <input type="checkbox"/> At nearest Workforce Office <input type="checkbox"/> Directly to employer via: <input type="checkbox"/> Phone <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Email Resume <input type="checkbox"/> Mail Resume <input checked="" type="checkbox"/> Via Company Website [http:// yveddi.com]	
Additional Information	
Is this a Green Job? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Are you a Federal Contractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does a court ordered affirmative action plan require posting this job order? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does this job order require security clearance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Specified	
Are there any fees, upfront cost or out-of-pocket expenses associated with this job listing for an applicant seeking to fill this position? In order for an employer to use NCWorks Online, no fee may be charged to a job applicant. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	