



Courtesy of Senior Employment Center  
A division of Mature Services, Inc.

# ≡ Employment ≡ Express

Jan-Feb 2010

Volume 4, Issue 1



## ... FROM TODDLERS TO SENIORS

When Noreen Moderalli, Health and Nutrition Coordinator at the Mahoning County Education Services Center (MCESC), was invited to talk about her experience as a host agency for the Senior Employment Center's Youngstown office, she had a lot to share.

Moderalli, a Registered Dietician, received her undergraduate degree from Youngstown State University and her Masters in Science from Kent State University, and will have been with MCESC fifteen years in June 2010. MCESC is a multi-faceted educational service center, and offers services to people in all stages of life, from toddlers to seniors.

Judy Weber, has been a trainee with MCESC for about two and a half years, working under Moderalli's supervision. "She started as a general office worker,

but it soon became clear that she could do more, and MCESC would like to hire her, if or when they receive additional funding," according to Moderalli.



Stock art from Photos.com

Weber, part of the Senior Community Service Employment Program (SCSEP), came to MCESC with mini-  
*See Toddlers, p. 2*

## Trainee's Initiative Receives Praise

Judy Weber is receiving on-the-job training at the Mahoning County Education Services Center (MCESC). Her position there is the administrative assistant, and she is acquiring many different skills, including additional computer skills, testing and helping with their programs for children.

When she first went to MCESC, Weber was introduced to their on-line, self-directed computer training, and she took full advantage of that opportunity. She now does hearing and vision screening for pre-school children and works with their Help-Me-Grow program, which is for infants and toddlers up

to age three. She also does the paperwork for the program, including composing letters. What Judy likes best about her position is how it benefits the community.

Weber grew up in Youngstown and graduated from Ursulin High School. She is a widow

*See Trainee's, p. 2*



**DON'T FORGET!**

Join us  
**March 25th**  
10am to 2 pm

**Business to Business**

**Speed Networking Event**  
First United Methodist Church  
RSVP 330-253-4597x174



**The Senior Employment Center offers:**

- **Job Club** provides up-to-date techniques for job search, resumes, and interview skills to individuals who are job ready.
- **Employer-based Training** subsidizes employers who offer you hands-on training.
- **Customer Service/Call Center Training** - a three week course on the basic phone skills needed.



- **Mature Staffing Systems** - a placement agency for mature workers.

**Where Experience Meets Opportunity**





415 S. Portage Path  
Akron, Ohio 44320-2332  
Phone: 330-762-8666  
Fax: 330-762-8644  
www.matureservices.org

Toddler's continued from p. 1

mal computer skills, but she took the initiative to ask questions and to learn more on her own. She used MCESC's self-directed computer instruction to teach herself about the agency's software programs and how to enter data. "Judy's major qualities are taking initiative, appropriate judgment, and dependability," according to Moderalli who is her supervisor.

In addition to Weber, MCESC has trained other people and hired employees through the Youngstown Senior Employment Center (SEC). One of these employees has been with them for about ten years. Moderalli also has influenced two other local agencies to sign up as host agencies for the Senior Community Service Employment Program (SCSEP), which is sponsored through the U.S. Department of Labor. The SCSEP assists seniors (aged 55+) to gain new skills and find employment.

The Senior Employment Centers are divisions of Mature Services, which is based in Akron, Ohio.



From Photos.com

**IF YOU WOULD LIKE A JOB AS AN ADMINISTRATIVE ASSISTANT IN A NON-PROFIT ORGANIZATION, YOU NEED:**

- **To be ready to learn**
- **To be dependable**
- **To get along with others (toddlers to seniors)**
- **To have initiative**
- **To possess good judgment**
- **To be patient**
- **Professional /casual clothing**

Trainee, continued from p. 1

and is responsible for raising her three daughters. She worked at the Aluminum Plant for twenty years and was a property manager for fifteen. She was taking customer service phone calls for West Corporation when her husband became ill. This background has enabled Weber to communicate with people at all levels of society.

Through a company called Work-Med, Weber heard about the Senior Employment Center. She had been out of work for a little more than a year, and she was glad to find a place where she could learn some current office skills. Weber went through Job Club, where she learned how to update her resume and to navigate the process of finding employment. She says, "Job Club was helpful and a wonderful opportunity to broaden my skills."

"The interview process for the (MCESC) traineeship position scared me to death," Weber says; but, obviously she has done well (see the interview with Noreen Moderalli ).

If you are a job seeker, 55 or over, who needs to upgrade his/her skills, the Senior Employment Center provides community-based services to assist you. Call us at: (330) 762-8666 or, visit us online at: [www.matureservices.org](http://www.matureservices.org)



Mature services, Inc. is an equal opportunity employer and service provider

**Where Experience Meets Opportunity**

