



TITLE: Coordinator, Basic Needs and Support Programs

CLASSIFICATION: Classified

SALARY GRADE: N

JOB DESCRIPTION:

Under general direction, develops, implements, and assesses programs and services designed to identify and meet the needs of under-resourced students and other members of the SRJC community, with an emphasis on those experiencing food, housing and transportation insecurity; responsible for program development, case management, resource development, community outreach mentoring, and advocacy.

SCOPE:

The Coordinator, Basic Needs and Support Programs oversees system of service delivery that is responsive to, California Community College, local, state and federal initiatives aimed at removing barriers and improving student access and success; supports the community by linking them to support programs, public resources, community organizations and regional support services for basic needs.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates District-wide programs for students aimed at meeting basic needs, increasing student success and retention, including transportation, food and housing.
2. Develops and facilitates intake, case management, referral interventions, and resource delivery systems that increase the success of community members who are under-resourced.
3. Collaborates with community partners to increase access and utilization of public benefits, support services.
4. Performs data collection, reporting, and analysis in collaboration with Institutional Research to assess community needs and program efficacy; tracks student progress and maintains records.
5. Assists with budget development and tracking; oversees inventory and procurement for basic needs program supplies.
6. Coordinates computer and copy center services and maintains cashier operations.
7. Creates promotional materials for basic needs events, activities, and services.
8. Monitors and updates designated web pages.
9. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
10. Programs, schedules, and troubleshoots electronic displays.
11. May serve as a lead worker to other classified in the area.
12. Hires, trains, supervises and evaluates student and short-term, non-continuing employees.

ABILITY TO:

Develop effective programs and services related to basic needs initiatives; track, compile and analyze statistical information; prepare and present reports and information to individuals and groups; interpret and apply policies, procedures, rules and regulations; plan and coordinate events and activities in a higher education environment; communicate effectively in English, both orally and in writing; demonstrate sensitivity to, and respect for, a diverse population; and maintain cooperative working relationships.

KNOWLEDGE OF:

Student security and privacy requirements, Student Success Act of 2012, HIPPA (Health Insurance Portability and Accountability Act of 1996) and Title 5 regulations, and marginalized and/or vulnerable populations; principles of human services and/or social work in an educational setting; standard office productivity software, copying and printing equipment; philosophy and implementation of students services programs.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree

EXPERIENCE:

Increasingly responsible (2-4 years full-time equivalent) experience coordinating and developing basic needs programs, non-clinical social work, outreach programs or human services, preferably in an educational setting.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

- Position requires frequent travel to various area high schools, organizations, and community organizations.
- Must be able to perform physical activities such as, but not limited to, lifting heavy equipment (up to 50lbs. unassisted), bending, standing, climbing, crawling or walking.