### JOB DESCRIPTION:

Under general direction coordinates the Cooperating Agencies for Foster Youth Educational Support (CAFYES) program under the Extended Opportunities Programs and Services (EOPS) department; serves as a resource for foster youth students; plans personal development workshops and seminars for foster youth student retention and success; and provides outreach for the EOPS CAFYES programs and services.

### SCOPE:

The Coordinator, EOPS/Foster Youth Educational Support oversees the implementation, verification of eligibility, delivery of services and evaluation of the CAFYES program; assists CAFYES foster youth students in issues related to retention, student success, EOPS requirements and services; and identifies, implements and oversees CAFYES grants, services and activities.

### DISTINGUISHING CHARACTERISTICS:

The Coordinator, EOPS/Foster Youth Educational Support is distinguished from other EOPS positions by the increased knowledge of serving foster youth locally, CAFYES regulations and procedures, and by the outreach duties performed among various community agencies and foster youth advocates.

### 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 CAFYES activities and foster youth student services programming events to support student success and retention including, workshops, field trips and meetings for CAFYES students, other foster youth students and community members.
2. Assists in developing and administering grants and monitors the CAFYES program budget, including preparation of purchasing requisitions; and recommends EOPS CAFYES award packages of categorical funds.
3. Plans and implements outreach activities; develops CAFYES presentations, materials and resources; maintains web pages.
4. Assists students in completion of applications and enrollment processes.
6. Explains District, EOPS and CAFYES policies to students, staff, faculty and community members.
7. Verifies students’ EOPS and CAFYES program standing to evaluate continued CAFYES eligibility.
KEY DUTIES AND RESPONSIBILITIES – Continued

8. Assists with updating and maintaining EOPS CAFYES student files; monitors student progress and provides follow-up services; ensures compliance with all EOPS CAFYES policies and reporting requirements.

9. Serves as a liaison between CAFYES students and other District programs; refers students to other departments, to CAFYES partner programs and agencies, and other community resources.

10. Assists foster youth student’s guardians and advocates with social services that support student success.

11. May participate in the hiring, training, supervision and evaluation of student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Collaborate with Financial Aid to determine students’ CAFYES eligibility; provide accurate and clear information to students; apply eligibility criteria in a fair, consistent and objective way; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population; maintain detailed records; organize and coordinate events, compile statistical information, monitor and maintain budgets; communicate clearly and effectively both orally and in writing (bilingual English/Spanish preferred); make outreach presentations to a variety of groups; and demonstrate a sensitivity to foster youth students.

KNOWLEDGE OF:

Challenges experienced by foster youth and trauma-informed communication practices; Federal, State and local laws and regulations governing funded programs; policies and procedures related to the Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student’s right to privacy; community resources and services available to foster youth; principles of student engagement, development and retention; and standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates 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 experience working in student services, social work, case management, program coordination, grant implementation or related areas serving foster youth and individuals challenged by trauma, language, social or economic disadvantages. Experience working in a college setting preferred.
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, proof of insurance, and vehicle registration and licensing.

SPECIAL REQUIREMENTS:
Position requires frequent travel to various area high schools, organizations, and community organizations. May require evening and weekend work. Ability to lift up to 50 lbs. unassisted.