

**TITLE: Coordinator, CalWORKs**

**CLASSIFICATION: Classified**

**SALARY GRADE: C11**

**SCOPE OF POSITION:**

Under general direction, coordinates the implementation, verification of eligibility, delivery of services and evaluation of the CalWORKs program; provides support and employment services to students who are receiving Temporary Assistance for Needy Families (TANF) in achieving financial self-sufficiency, including advising and serving as an advocate and employment coach to students; coordinates case management with interdepartmental and interagency staff; monitors multiple budgets; oversees resource and program development, program coordination and reporting activities. Serves as a lead worker to other classified employees in the area.

**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 activities of the CalWORKs program including overseeing outreach efforts, providing workshops, and advising students.
2. Advocates for CalWORKs students and informs them of their rights and responsibilities; serves as a liaison to students, District, community and county agencies, and employers; mediates conflicts; resolves employment related issues.
3. Prepares and completes CalWORKs documentation; verifies enrollment information; interviews and consults with students to determine eligibility; interprets requirements, policies, procedures and other issues; conducts orientations for CalWORKs students.
4. Supports case management of CalWORKs students, monitors and records student progress and ensures compliance with CalWORKs policies and reporting requirements; evaluates and resolves issues and recommends solutions; provides direct referrals and communicates with County Human Services, external agencies and District resources.
5. Assesses student career goals and evaluates job readiness; collaborates with District, community and county agencies to support students; refers CalWORKs students to employers.
6. Creates and maintains agreements with and provides support and training for employers participating in the wage-subsidy, internship and volunteer placement programs; monitors student eligibility and required documentation; monitors wage-subsidy program budget.
7. Ensures compliance with, interprets and implements local, state and federal regulations for staff, students, community partners and employers, including Family Educational Rights and Privacy Act of 1974 (FERPA).
8. Assists in preparation of state and county CalWORKs program reports and in developing program policies and procedures.
9. Develops and implements marketing and outreach strategies, materials and resources; contributes to department webpage, newsletter, and other materials; develops content for social media accounts; gives presentations and serves as a resource.
10. May supervise and train student employees, interns and volunteers.
11. May serve as a lead worker to other classified and short-term, non-continuing (STNC) employees in the area.

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### **KNOWLEDGE OF:**

1. Challenges relating to traditionally underrepresented populations.
2. Current local, state and federal laws and regulations governing funded programs including CalWORKs, SonomaWORKs, Family Education Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy and equal employment opportunity.
3. Job coaching, case management, interviewing and crisis intervention techniques.
4. College and community-based organizations and resources.
5. Student needs assessment tools.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Monitor and compile statistical information.
2. Understand, implement and explain regulations and procedures.
3. Develop, implement, and evaluate programs.
4. Identify growth opportunities.
5. Plan and give presentations to individuals and groups.
6. Communicate effectively, both orally and in writing.
7. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
8. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree in a behavioral or social sciences field.

### **EXPERIENCE:**

2+ years of experience in a college or social services setting with diverse populations.

### **OTHER REQUIREMENTS:**

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

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*