

TITLE: EOPS/Foster Youth Programs Specialist

CLASSIFICATION: Classified

SALARY GRADE: C08

SCOPE OF POSITION:

Under general direction, assists in implementation and coordination of the Cooperating Agencies for Foster Youth Educational Support (CAFYES) Program and Bear Cub Scholars (BCS) Program under the Extended Opportunities Program & Services (EOPS) department. Provides guidance to students and advocates for students on a campus, local, and state level. Performs confidential and technical duties involving analysis and evaluation of EOPS and/or Foster Youth support eligibility. Oversees outreach activities for current and former foster youth, oversees events and workshops for current and prospective students and educational partners, and facilitates student engagement activities and access to student services.

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. Assists potential SRJC, EOPS, CAFYES, and BCS students with program application processes. Ensures all required documents are submitted, determines program eligibility, and processes and tracks applications.
2. Organizes, conducts, and participates in outreach activities for current and former foster youth and EOPS students. Facilitates student recruitment and retention, providing information about District services and program requirements. Creates publicity materials and resources, including social media content.
3. Develops, organizes, and leads yearly foster youth summer bridge program. Assists with donor resources and collaborates with local educational agencies and community partners.
4. Assists in monitoring multiple program budgets and related expenditures. Initiates and processes budget and expenditure transfers. Prepares and processes purchase orders and other forms.
5. Generates and analyzes program reports to track and monitor student participation, academic progress, and achievement and ensure program compliance.
6. Researches, develops, and maintains program relevance related to trends and shifts in foster youth student demographics for the development and organization of weekly independent living and student support workshops.
7. Works closely with students, staff, faculty, and the public to implement goals and objectives of the CAFYES, BCS, and EOPS programs. Resolves issues and recommends solutions related to student success.
8. Assists with program planning and serves as a liaison to advisory committees, schools, community agencies, and organizations.
9. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).

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KNOWLEDGE OF:

1. Foster youth populations and trauma-informed communication practices.
2. 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.
3. Community resources and services available to foster youth.
4. Relevant local, state, and federal rules and regulations.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Maintain confidentiality.
2. Provide accurate and clear information to students.
3. Identify problems and recommend solutions.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
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:

Associate degree required.

EXPERIENCE:

3+ years of related experience working with students from traditionally underrepresented backgrounds required.

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](#).