

TITLE: Program Developer, CalWORKs

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general direction, designs and implements a range of career development programs and job placement initiatives. Provides job and career development, job placement, case management, coaching, and support services to students receiving Temporary Assistance for Needy Families (TANF), 1st generation, and foster youth support in achieving financial self-sufficiency. Performs mediations between student employee and supervisor as needed.

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. Assesses student aptitude, strengths, interests, and career goals in order to ensure accurate career path and evaluate job readiness.
2. Provides training to a diverse and high needs group of students in basic career development and job placement topics. Designs, develops, and facilitates workshops, including 21st century skills, job search, resume development, interviewing, and networking.
3. Provides job development, placement, and mediation with employers and students to ensure successful job placement.
4. Advocates for students and informs students of their rights and responsibilities. Serves as a liaison to students, the District, community and county agencies, and employers. Mediates conflicts and resolves employment related problems.
5. Provides and participates on a case management team to support student success in achieving educational and career goals. Assesses and resolves barriers and provides direct referrals to county human services department, outside agencies, and District resources.
6. Coaches students in goal setting to overcome obstacles and achieve success.
7. Explains and negotiates agreements, provides support, and trains employers participating in the wage-subsidy, internship, and volunteer placement programs. Monitors student eligibility and required paperwork.
8. Researches and monitors employment opportunities. Establishes relationships with area-wide business and industry to identify career ladder information.
9. Ensures compliance with federal, state, county, and District regulations for staff, students, community partners, and employers. Develops and maintains resources and forms for employers, students, and staff.
10. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA). Participates in the preparation of state and county CalWORKs program reports. Develops procedures to evaluate program effectiveness.

KNOWLEDGE OF:

1. Socioeconomic trends and issues facing diverse groups.
2. Job development and placement strategies.

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KNOWLEDGE OF – Continued

3. Labor and employment market trends and current practices.
4. Employer support strategies.
5. Case management and crisis intervention techniques.
6. Supervision and training practices.
7. College community-based organizations and resources.
8. Student needs assessment tools.
9. Relevant local, state, and federal rules, regulations, policies and programs.
10. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Work independently with minimal supervision.
2. Monitor and compile statistical information.
3. Understand, implement, and explain regulations and procedures.
4. Develop, implement, and evaluate programs.
5. Identify growth opportunities.
6. Plan and give presentations to individuals and groups.
7. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
8. Communicate effectively, both orally and in writing.
9. Exercise appropriate judgement in interactions with others and with work processes.
10. Interact with the public in a helpful, courteous, and professional manner.
11. 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 behavioral or social sciences or a closely related field of study required.

EXPERIENCE:

1+ year of previous experience performing job placements for diverse populations in a college or social services setting required.

OTHER REQUIREMENTS:

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

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](#).