

Range	20
Hours/day	8
Hours/week	40
Months	12

SHASTA - TEHAMA - TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Program Coordinator – CalWORKs

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To organize, direct, coordinate, and supervise the day-to-day activities and operations of the CalWORKs Program including TANF (Temporary Assistance for Needy Families). Employees in this classification receive minimal supervision within a framework of standard policies and procedures. This job class exercises responsibility for directing and administering the program, including supervising program personnel. This job class functions at a full supervisory level, is overtime exempt, and requires effective organizational, problem solving, decision making, and budgetary skills.

SUPERVISOR: Vice President of Student Services or designee

TYPICAL DUTIES:

Essential Functions:

- Organizes, coordinates, directs, and supervises the activities and operations of the CalWORKs and TANF Programs.
- Reads, interprets, and applies policies, laws, rules and regulations pertaining to the Program.
- Completes all required state, federal, and college reports.
- Prepares the annual plan and budget in collaboration with task force and administers within the prescribed guidelines.
- Hires, supervises, assigns, and evaluates the work of support staff.
- Analyzes and evaluates computerized applications and record keeping systems.
- Determines program requirements, and proposes and implements policies within prescribed guidelines.
- Complies with mandated legislation, including developing, in conjunction with the county department of social services in each of three counties, an annual list of programs, degrees and certificates which meet labor market needs.
- Provides coordination with other student services support programs including Counseling, Financial Aid, DSPS, and EOPS/CARE.

TYPICAL DUTIES: (Continued)

- Develops and provides in-service training for CalWORKs staff.
- Works with instructional centers to develop courses as needed.
- Establishes and maintains a positive, cooperative, collaborative relationship with the DSS CalWORKs Programs Supervisors in three counties, including program county director, case workers and community partners in three counties including One-Stop members and all SMART Partner agencies.
- Participates as needed on community committees and related college committees.
- Works closely with others involving in planning instructional course offerings.
- Coordinates with the Business Office in developing contracts and memoranda of understanding for the Child Care and Work-Study Components.
- Utilizes data from CalWORKs tracking system and integrates with college-wide MIS data.
- Monitors CalWORKs students and CalWORKs Tracking system.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- budget management and program coordination techniques.
- records management and filing systems.
- basic principles of supervision, including evaluation and professional growth.
- policies and practices associated with program promotion and planning.

Ability to:

- direct and administer Federal programs.
- learn a variety of regulations pertaining to administration of the program
- effectively plan, organize and schedule.
- hire, evaluate, and supervise project personnel.
- learn, interpret, and successfully apply district policies, procedures, rules, and regulations.

EMPLOYMENT STANDARDS (Continued)

- organize and prioritize work load.
- establish and maintain cooperative working relationship with on-campus staff, local agencies, businesses, and local community partners.
- quickly identify problem situations or areas; analyze probable causes and take appropriate action.
- communicate tactfully and effectively in both oral and written forms.
- exercise tact, diplomacy, and good judgment.
- develop, prepare, and administer program budget.
- set priorities and meet commitments.
- interact and relate effectively with students from low income, first generation, and disabled student populations.

Education/Experience:

Combination of experience and education that would likely provide the required knowledge and abilities:

- Bachelor's degree with emphasis in Business Administration or a closely related field; Master's preferred.
- Experience coordinating or managing a program or department.
- Experience supervising, directing, and evaluating the work of subordinates.
- Sensitivity toward the diverse student population served.

Created 1-13
Board Approved: 2/13/13