



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Shasta CARES Program Specialist (Grant Funded)		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	29		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Director of Campus Safety or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Shasta CARES Program Specialist works collaboratively with various offices in the District to promote and facilitate the success of the Shasta Campus Advocacy, Resources, and Education for Safety (CARES) Program. Employees in this classification train, lead, and assist student workers participating in sponsored events and activities. Employees in this classification receive limited supervision within a framework of standard policies and procedures and exercise a high degree of independence and initiative.

**TYPICAL DUTIES**

*Essential Functions:*

- Serves as a site liaison for extended education sites.
- Works closely with the Shasta CARES Program Director and campus departments including, but not limited to, Counseling, Enrollment, and Student Services to implement primary prevention education and bystander intervention for campus safety issues such as sexual assault, domestic violence, dating violence, and stalking.
- Provides information and promotes awareness among students and employees about Shasta CARES programs and services at a variety of District events and activities at on and off campus sites.
- Assists the Program Director in the development and implementation of the Shasta CARES Coordinated Community Response Team (CCRT) for all extended education sites.

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- Assists the Program Director in tracking participation in and effectiveness of the prevention and education program for all incoming students about sexual assault, domestic violence, dating violence, and stalking.
- Prepares a wide variety of materials such as interoffice communications, event and informational materials, brochures, requisitions, forms, letters, reports, statistics, special projects, specifications, and other materials as directed.
- Independently composes and sends various forms of written correspondence.
- Receives, handles, and processes confidential information ensuring security and strict rules of confidentiality are maintained.
- Exercises independent judgment; relieves an administrator of actions not requiring his/her immediate attention.
- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Proper office methods, techniques, and procedures including filing systems, business correspondence, reception, report writing, telephone etiquette, and professional communication through a variety of formats.
- Verbal and written communication skills; correct use of grammar, spelling, punctuation, and vocabulary.
- General budgeting and purchasing principles.
- Computer applications such as word processing, graphic presentation, desktop publishing, webpage design, and spreadsheet and database programs.
- Interpersonal communication skills demonstrating tact, patience, and courtesy.
- Techniques for dealing with a variety of people under emergency and potentially traumatic situations.
- Principles of trauma-informed behaviors, procedures, and practices.
- Programs and services operated by the Campus Safety Department and Shasta CARES.

*Ability to:*

- Communicate tactfully and effectively orally and in writing.
- Learn the operations, procedures, policies, and requirements of assigned office and apply them with good judgment in a variety of procedural situations.

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- Understand and carry out oral and written instructions independently.
- Perform mathematical calculations quickly and accurately.
- Establish and maintain recordkeeping and filing systems to organize and maintain electronic and paper records.
- Assist in the composition, review, revision, and finalization of reports including drafting, editing, and proofreading documents containing text, data, and graphics accurately.
- Organize, prioritize, and process assigned workload and tasks within stringent time lines.
- Operate a variety of standard office equipment including calculators, copiers, computers, printers, and other standard equipment.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

**QUALIFICATIONS***Education Required:*

- Associate's Degree or equivalent combination of education, training, and experience.

*Experience Required:*

- Experience and/or education in sexual assault, domestic violence, dating violence, and stalking issues (may be professional or volunteer experience).
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

**APPROVALS**

Date Created/Revised: 10/2018

Cabinet Reviewed: 10/2018

Board Approved: 01/16/2019

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The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)