

CalWORKs PROGRAM COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non- exempt	Paraprofessional	Local One	72	10/01/07	Classified	1 of 2

DEFINITION: The CalWORKs Program Coordinator coordinates a College CalWORKs program by monitoring compliance with state CalWORKs and federal TANF regulations and assuring students meet requirements necessary to achieve academic goals toward self-sustaining employment.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Coordinates the College CalWORKs Program plan and budget; serves as a liaison for both internal and external departments and agencies.
- Writes annual program plan for submission to state chancellor's office.
- Interprets and assures compliance with applicable federal, state and local laws, rules, regulations, procedures relating to the provisions of CalWORKs program.
- Compiles information for program evaluation; analyzes data and outcomes; prepares budget reports and year end accountability report.
- Conducts intake and orientation to incoming students: determines student's eligibility for the program; conducts a student needs assessment; refers students to appropriate resources.
- Collaborates with outside agencies and other college departments to eliminate duplication of services.
- Coordinates child care component of program, including eligibility, and expenditure of funds.
- Conducts job development on and off campus; coordinates placement of students in CalWorks job pool or federal work study positions as necessary.
- Maintains records of student program completion and job attainment.
- Provides advocacy for students in the program; assists students in preparing resumes and preparing for interviews.
- May research and apply for grants that support program goals.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Laws and regulations governing welfare reform; eligibility requirements and application procedures for CalWORKs programs; job development and placement practices; basic analysis methods for gathering, interpreting and presenting general, statistical and technical data.

Ability To: Exercise good judgment; organize and prioritize program needs; research and resolve issues independently; communicate effectively orally and in writing; establish and maintain cooperative working relationships; analyze statistical data; advocate on behalf of students.

Education/Training: Bachelor's degree from an accredited college with major course in management, public administration, human services or related fields.

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Experience: Two years of experience performing duties designing and providing program services in a program similar to CalWORKs.

License: Possession of, or ability to obtain, a California driver's license

Adopted: 10/01/07