

**CalWORKs Coordinator (formerly Special Programs Assistant)**

Classified, Full-time, 12 month position, Categorical Funding  
(Range 35)

**The Position**

Under the supervision of the Director of Campus Activities & EOPS, this position will coordinate the activities and maintain information associated with the CalWORKs program. This position requires knowledge and expertise in providing services to students who are educationally disadvantaged due to academics, socio-economic, cultural, disability and ethnic backgrounds. Some night, weekend, and off-campus assignments may be required.

**Supervision Exercised**

Exercises technical and functional supervision over student assistants.

**Example of Duties and Responsibilities**

1. Responsible for the intake process of the program; creating and maintaining an operational filing system for student information; referring students to appropriate support services.
2. Monitor and modify the student database for all programs; verifying eligibility of all students entered.
3. Maintain running budget for all programs
4. Make students appointments
5. Provide specialized recruitment to high schools and county agencies
6. Act as the key liaison for currently enrolled CalWORKS students: signing monthly County Social Services forms; coordinating services; providing appropriate referrals; organizing weekly visits by Social Services representatives.
7. Provide advocacy service for CalWORKS participants with county workers
8. Establish and maintain effective working relationships with related agencies and other campus programs. Serve as a representative at local, regional and state CalWORKS meetings.
9. Work closely with other CalWORKS program services (Student Employment, Financial Aid, Childcare Center, EOPS and CARE) to facilitate seamless services for students.
10. Assist in creating and facilitating workshops & orientations for all programs
11. Manage and distribute monthly services for CalWORKS
12. Maintain MIS information for all programs
13. Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:** College educational programs and courses of study, matriculation procedures and student services; programs processes related to educational disadvantaged, underrepresented and nontraditional students; effective recruitment, and retention tools and strategies; techniques of advising, interviewing, decision making and career planning; modern office procedures. Extensive knowledge of CalWORKs policies

and procedures. English usage, spelling, grammar and punctuation; principles of data collection and report preparation; pertinent Federal, State, and local laws, codes, and regulations. Community College educational programs and courses of study, matriculation procedures and student services programs. Good verbal and written communication skills.

**Skill to:** Operate modern office equipment including computer equipment; operate a motor vehicle. Ability to work successfully in a team environment and foster positive and harmonious working relationships with those contracted in the course of work.

**Ability to:** Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff. Demonstrate a pattern of participation in professional growth activities. Coordinate the activities of at least EOPS, CARE or CalWORKs programs. Interpret and explain District policies and procedures; respond to requests and inquiries from the public; deliver presentations before student and community groups; plan, organize and execute program activities. Communicate effectively, orally and in writing;

### **EXPERIENCE AND EDUCATION**

Bachelor's degree (or in progress) from an accredited college or university in behavioral science or related field or equivalent.

Two (2 years) experience with EOPS/CARE/CalWORKs, or similar programs or social agency serving disadvantaged clientele or experience in career or job development.

**LICENSE:** Possess and maintain 1) A valid California driver's license and 2) a good driving record throughout employment.

**SPECIAL REQUIREMENTS:** Ability to work in a standard office environment; availability for evening and weekend work; drive a motor vehicle with passengers.