

CARE PROGRAM COORDINATOR

CLASS SUMMARY

Under direction, implements and coordinates the CARE Program (Cooperative Agencies Resources Education), including outreach, recruitment and retention of CARE students; provides support services to CARE students; provides budget development; directs the daily operations of the CARE Program; develops comprehensive reports; implements and monitors program policies according to regulations; networks with community and social services agencies; directs student program assistant; recruits and coordinates volunteers and community members in CARE activities.

REPRESENTATIVE DUTIES

Coordinates the operations of the CARE Program, including documentation, provision of services and budget development; develops, initiates, and evaluates CARE Program activities; develops methods for recruiting and retraining students; coordinates retention efforts with EOPS and CARE counselors in helping students achieve academic success; develops and coordinates a tracking system for effective monitoring of students and program outcomes; conducts intake processing and program eligibility determination; monitors students on-going eligibility; prepares and submits authorization lists to award child care grants to eligible CARE students; implements appropriate Title V regulations; maintains records and writes reports; gives outreach presentations to targeted populations; maintains student files and student records; may supervise and train peer advisors; develops and conducts CARE orientations; provides program and college information to students, staff and the community; liaisons with community members for program support and referral resources; interfaces and coordinates work with EOPS staff and other student services staff.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the EOPS Director. It directs a limited amount of part-time help and many student volunteers and community members.

DESIRABLE QUALIFICATIONS GUIDE

Education and Experience

Any combination of training and/or education equivalent to a Bachelor's degree in social work, human services, sociology, psychology, or other related area; two years experience which demonstrates program development and implementation working with low income, disadvantaged and ethnically diverse college level students. Desirable: experience working with

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single parents in an educational environment, including knowledge of the public social services system and community resources.

Knowledge and Abilities

Good Knowledge of: program planning, development and implementation; techniques in working with low income, disadvantaged and ethnically and linguistically diverse populations; case management strategies; methods and procedures of academic and/or career advisement; college programs, policies and procedures.

Ability to: communicate effectively; establish and maintain effective relationships with students, community agencies and the public; be sensitive to students with special needs; learn, understand and explain college procedures and regulations; advise students on relevant content area.

Skills: strong writing, oral and organizational skills.