

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CARE SPECIALIST

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Director of EOPS, implement the CARE program and coordinate with on-campus and off-campus programs to assist students in the transition from welfare to independence; assist in providing personal, academic and career counseling as needed; coordinate the preparation and maintenance of CARE student records and files.

REPRESENTATIVE DUTIES:

Implement the CARE program and coordinate with on-campus and off-campus programs to assist students in the transition from welfare to independence. *E*

Coordinate the preparation and maintenance of a variety of records and reports related to the CARE program including student records, State records, work study student time sheets and records related to tracking and retaining CARE students and program; record statistics of students including age, ethnicity, AFDC time, GPA, units attempted, and others; assure proper documents are stored in student files and verify information in the files as assigned. *E*

Provide an overview of the CARE program to students interested in the program; discuss criteria, grants and child care providers; recommend the Child Care Referral Services to students with no child care provider; provide brochures; obtain information for future contact. *E*

Conduct individualized CARE sessions to review application for accuracy; operate a computer and various software systems to verify criteria including EOPS eligibility, unit requirements, AFDC requirements, Cal-resident requirements, education plan, one child under six, and history of past difficulties and progress. *E*

Determine student eligibility for CARE; prepare WAIVERS and submit to the State Chancellors' Office as necessary; submit applications requiring significant interpretation to the Director for final determination. *E*

Determine eligibility for CARE grants according to established procedures; review student needs for financial assistance; input, verify and prepare preliminary and final reports regarding student information for disbursement of checks at scheduled intervals; assure understanding of students' responsibilities and the responsibilities of the program. *E*

Coordinate and conduct CARE orientations; arrange facilities and speakers from on-

CARE Specialist - Continued

campus and off-campus programs, agencies and referral services; provide information regarding College programs related to educational planning. *E*

Communicate on the telephone or in meetings with on-campus and off-campus outreach agencies and programs to exchange information, coordinate activities and resolve issues and concerns; serve as College liaison for campus child care programs; provide brochures and information as needed. *E*

Train and provide work direction to work study students and office assistant; determine hiring and termination of work study students as assigned. *E*

Provide personal, academic and career counseling as needed; meet with students individually to discuss a variety of issues, problems, and successes; conduct progress determination sessions with students and recommend programs to assist students such as tutors, learning disability programs, computer assisted programs and instructor's aid; follow up according to established procedures.

Prepare and send mass mailings to new and continuing students; provide applications and procedures to apply in mailing packets.

Develop and submit the CARE program budget to the Director of EOPS for approval; monitor expenditures; determine allocation of monies to various areas in the CARE program including grants, travel, supplies, printing, and CARE personnel salaries and benefits.

Plan and coordinate annual events including conferences for children and their parents, and the EOPS/CARE awards ceremony; provide for proper speakers, funds, facilities and refreshments as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State policies and procedures related to assigned program and activities.

Laws, rules and regulations related to assigned activities.

Financial aid programs.

Public speaking techniques.

Record-keeping techniques.

Budgetary and accounting techniques to maintain a program budget.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer terminal and data entry techniques.

ABILITY TO:

Implement the CARE program and coordinate with on-campus and off-campus programs

CARE Specialist - Continued

to assist students in the transition from welfare to independence.
Provide personal, academic and career counseling as needed.
Prepare and maintain CARE student files and a variety of records.
Communicate effectively both orally and in writing.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Train and provide work direction to work study students.
Prepare and deliver oral presentations.
Work confidentially with discretion.
Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's Degree in social services or a related field and two years experience involving substantial public contact in a student services or related setting.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and speak and exchange information. The employee is occasionally required to stand for extended periods of time and walk. The employee is regularly required to operate a computer and other office equipment, lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.