

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971

(530) 283-0202, ext. 257

www.frc.edu

Program Coordinator – Basic Needs & CalWORKs

DEFINITION:

Under the direction of the Director of Student Success Programs, coordinates the daily operations of the Basic Needs and CalWORKs Programs. Provide support services, makes referrals, perform technical functions, and related work as required to meet the objectives of the programs.

DISTINGUISHING CHARACTERISTICS:

This job is distinguished from other jobs by its focus on program coordination for the various responsibilities and tasks associated with the specific service program areas of Basic Needs and CalWORKs.

Basic Needs: The focus of the Basic Needs Program is to provide resources for students in need of housing assistance, nutrition, and other basic needs that may impede their ability to be successful as a student. Other assistance includes helping students maximize financial aid and access low-cost medical care, mental health services, internet, and other utilities.

CalWORKs: The California Work Opportunities and Responsibility to Kids (CalWORKs) program is the California welfare implementation of the federal welfare-to-work Temporary Assistance for Needy Families (TANF) program that provides cash aid and services to eligible needy California families.

CLASSIFICATION:

- FTE: 1.0 (40 hours per week) / 10 months
- FLSA Non-exempt

- Classified – CSEA
- Date Modified: March 2023
- Categorical (grant) Funded – employment contingent on continued funding

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Serves as the primary contact for the Basic Needs and CalWORKs Programs.
- Drafts and monitors budgets, travel requests, purchase order requisitions, and budget transfers
- Initiates and tracks expenditures of funds, including emergency grant applications to ensure compliance with the legal requirements in the Education Code, annual State Budget Act, in guidelines issued by the Chancellor's Office, college standards and compliance with the annual audit.
- Collects required data on each student program participant, prepares and submits required reports, forms, and program plans to the Chancellor's Office as specified by law and Chancellor's Office policies
- Coordinates with community, state, and federal agencies
- Works collaboratively with other FRC student support programs, makes referrals to other support services
- Organizes and delivers workshops, orientations, in-service trainings, and other outreach and events to promote the program and support students
- Provides information regarding the types of services available on campus and in the community, maintains program websites and other program informational material
- Gathers and compiles data regarding student needs and the status of student's program eligibility each semester
- Assists students with various applications (CalFresh, employment, scholarships, and grants) and checks applications for accuracy and completeness.
- Coordinates with the campus financial aid office to ensure students are receiving the maximum aid available
- Identifies, supports, and links students to on- and off-campus housing, food, mental health, and other basic needs services and resources.
- Develops on- and off-campus partnerships, including coordination with the local homelessness response system, to ensure that students have access to community-based services
- Ensures that students receive support in accessing CalFresh and other public benefits for which they are eligible.
- Coordinates with the local county welfare department to determine and document the eligibility of each student for the FRC CalWORKs program services; ensure that services provided are not duplicated and are consistent with the student's welfare-to-work plan
- Creates a case management system that tracks each student's continuing eligibility for program services, monitors and supports students' progress in achieving their educational goals, and tracks the support services provided to students (for example

- work study, advising, job preparation, childcare, books, supplies, etc.)
- Works with local employers to develop jobs for students/clients, and coordinates their placement; establishes student job development goals and creates a plan to meet these goals
- Oversees childcare service providers of dependents of CalWORKS students if necessary. Includes tracking eligibility and documenting all processes

Knowledge of:

- Federal, state, and other regulations pertaining to student support programs within higher education
- Outreach and event planning including budgeting, marketing and implementing
- Principles and practices of program budgeting and monitoring
- English composition, grammar, spelling, and punctuation
- Office practices, procedures, and use of equipment
- Computer database and network operations including student information systems
- Common life and educational challenges faced by program participants

Skill in:

Reading, interpreting, and applying regulations, policies, and procedures

Planning and tracking program budgets

Establishing and maintaining a variety of records, data, and required reports

Preparing effective written reports and correspondence

Establishing and maintaining effective working relationships with those contacted in the course of the work

Showing compassion and connecting with disadvantaged student populations

MINIMUM QUALIFICATIONS:

Education & Experience:

- Associate's Degree, equivalent coursework, OR
 - Two years of experience working with disadvantaged populations in a social service or higher education setting
- 1 year of experience coordinating programs
- 1 year of experience managing budgets
- Demonstrated sensitivity to and understanding of the diverse academic and socio-economic, cultural, disability, and ethnic backgrounds of community college students and staff

DESIRABLE QUALIFICATIONS: A combination of education and experience equivalent to:

- Bachelor's Degree in a Social Science or Education field
- Academic Advising Experience
- Experience working at a community college or with community college partners

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

- Manual dexterity to operate keyboards and manipulate papers
- Speech and hearing to communicate effectively in individual and group settings
- Vision to read text, forms and computer screens

This work is performed primarily in indoor settings.