

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

COORDINATOR, PROGRAMS

Salary Range 20

BASIC FUNCTION:

Under the direction of the Dean of Student Programs & Services, coordinates, plans, and oversees the activities of the CalWORKs child care program in accordance with college goals and applicable local, state, federal, and county funding regulations to meet established program criteria to determine student eligibility, and responsibility for coordinating, reviewing, approving, and/or disapproving temporary child care funding; certifies and verifies eligibility and enrollments; develops, establishes, maintains collaborative relationships with on and off campus agencies which includes responsibility for assuring that correct information is disseminated to various child care and community agencies and assures that proper procedures are followed; provides technical assistance and referrals to campus wide CalWORKs and non-CalWORKs students in need of child care funding and/or resource and referral assistance; assists with budget preparation and MIS reporting; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Plans, organizes, coordinates and oversees the daily operation of the CalWORKs child care program, coordinates work loads, establishes timelines, prioritizes a variety of activities; provides work direction and guidance to student workers responsible for assisting with providing child care information and processing; coordinate office work flow to assure proper and timely completion of work. (E)
- Coordinates and maintains childcare services, interviews, and advise both CalWORKs and non-CalWORKs students of on and off campus child care resources. (E)
- Coordinates and implements changes as required to meet student and program needs; updates childcare program policies and procedures; establishes timelines. (E)
- Coordinates and conducts presentations, orientations, and workshops to students attending GED orientations, community organizations, and employment workshops; provides crisis intervention and referral services. (E)
- Develops and coordinates materials for incoming staff, counselors and student orientations; coordinates and
- Attends and participates in conferences and seminars. (E)
- Coordinates the receipt, check-in and return of student documentation, prepares and maintains confidential student records; verifies, certifies enrollment and child care eligibility; approves temporary child care assistance payments, verifies child care provider's license certification. (E)
- Identifies and investigates fraudulent student documentation and information; provides emergency alerts regarding childcare investigations and closures as a result of criminal activity or unhealthy/unsafe conditions, in coordination with childcare funding and county agencies. (E)
- Coordinates with external and internal agencies and systems. (E)
- Compiles, tabulates, and prepares a variety of records, reports and documents for District, County, State, and Federal offices and agencies. (E)
- Serves on various committees, task forces, and other special groups within assigned functional areas; coordinates with community childcare organizations and agencies. (E)
- Coordinates services with and refers students to other college programs and to community support agencies; provides information regarding GED and child care program requirements and services; coordinates communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the general public. (E)
- Develops partnerships with community child care providers and funding agencies; conducts outreach and recruitment activities relating to child care, work ethics, GED; represents the program and the college with other colleges, high schools, and public agencies. (E)

- Serves as liaison between the community college and community resource programs; maintains liaison with child care funding agencies; confers with students regarding child care assistance; recommends contact to appropriate agency/resources; responds to student complaints, concerns, and related issues. (E)
- Prepares periodic and special reports, brochures, handbooks, correspondence and other written materials; assures compliance with local, state, county, and federal standards; prepares and submits information for budget preparation; submits purchase requisitions for ordering materials and equipment. (E)
- Performs reviews of case records and progress reports to ensure services are provided in the provision of regulations; organizes and maintains records management systems, including computerized databases. (E)
- Develops, administers, and implements procedures and standards for CalWORKs childcare program. (E)
- Develops and maintains effective relationships with licensed community childcare providers. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Associate's Degree in Child Development or Sociology and background working with special and socioeconomically disadvantaged individuals or and Associate's Degree and four years of increasingly responsible related experience working in programs for special and socioeconomically disadvantaged individuals in an educational setting; case management and domestic violence or crisis intervention training certification.

KNOWLEDGE OF:

Organization, policies, and procedures of assigned area of educational administration.

Basic functions and programs of community college setting.

The needs and sensitivities and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Community resources including governmental, community, and social service organizations and their functions. Local, state, county, and federal social service program regulations, policies, procedures, and guidelines.

CalWORKs program practices, policies, program content and regulations policies, procedures, and guidelines.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Modern office methods, procedures and equipment.

Statistical record keeping.

Establishment of files and information retrieval systems.

Office machines and equipment including computers.

ABILITY TO:

Exercise judgment in reviewing, approving, coordinating child care funding and service to students.

Establishing and maintaining working relationships with campus and community agencies.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Deans, Directors, managers, co-workers, other departmental staff, students, outside agencies, and the general public.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

Sitting for extended periods of time.

WORKING CONDITIONS:

Normal office environment.