

**WORKFORCE, ECONOMIC DEVELOPMENT & COMMUNITY PROGRAMS  
CALWORKS COORDINATOR**  
(Classified Bargaining Unit Position)  
(Range 35)

***This is a categorically funded position.  
Position continuance based on continued funding.***

**DEFINITION**

Under the general supervision of the Director or Supervisor, Workforce, Economic Development and Community Programs, coordinates the College CalWORKs program by monitoring compliance with state CalWORKs and federal TANF regulations and assuring students meet requirements necessary to achieve academic goals towards self-sustaining employment and perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The CalWORKs Coordinator position of the Workforce Economic Development and Community Programs Department is distinguished by the requirement to plan, organize, and coordinate the CALWORKs program and oversee and provide the direct services to CalWORKs students.

This position supports student learning outcomes by ensuring that the policies and regulations of the CalWORKs programs are upheld and that direct services are provided to all CalWORKs students.

**ESSENTIAL FUNCTIONS**

- Coordinate the College CalWORKs Program plan and budget;
- Write annual program plan for submission to State Chancellor's Office.
- Serves as a liaison for both internal and external departments and agencies; serve as liaison between the program and Cuesta College and facilitate the resolution of issues related to program implementation;
- Oversee the day-to-day activities of the CalWORKs program;
- Provide direct services to CalWORKs students and potential participants, including case management, advising, job development, supportive service assistance and advocacy;
- Interpret and assure compliance with applicable federal, state, and local laws, rules, regulations, procedures relating to the provisions of the CalWORKs program;
- Coordinate, as assigned by the director or supervisor, the work delegated to CalWORKs program staff, including caseworker, job developer, clerical staff, and student workers;
- Oversee staff, as assigned by director or supervisor, to ensure procedures are applied as governed by District, State and/or Federal regulations;
- Conducts intake and orientation to incoming students; determines student's eligibility for the program; conducts a student needs assessment; refers students to appropriate resources;
- Monitor current and new policies, procedures and regulations to ensure program compliance;
- Collaborates with outside agencies and other agencies and other college departments to eliminate duplication of services;
- Coordinates childcare component of program, including eligibility and expenditures of funds, if necessary;
- Conducts job development on and off campus; coordinates placement of students in CalWORKs work study or federal work study positions;

- Oversee the tracking and monitoring of student participation and progress to ensure program compliance;
- Maintain accurate and up-to-date files and records, oversee data collection and reporting, including to DSS and in the college MIS system, and troubleshooting problems identified by grant administrators;
- Complete processes and documents associated with the college Institutional Program Plan and Review, including CPPR, APPW and CPAS;
- Educate community partners and the college community about services available on campus to CalWORKs program participants;
- Oversee program finances and budgeting, including financial analysis;
- Schedule workshops and trainings for program participants and partners;
- Assist with assessing program needs and collaborate with college and local agency staff to develop and implement program policy;
- Analyze and implement complex Federal, State, County and District regulations;
- Confirm with documentation student eligibility for Federal, State, and County programs;
- Assist students with the registration process, financial aid and other District processes;
- Assist eligible participants in meeting program objectives;
- Inform students about their rights and responsibilities; serve as an advocate and liaison for students and participants and inform students of their rights and responsibilities;
- Monitor and update case files on an ongoing basis;
- Develop publications, including CalWORKs newsletter and other printed materials;
- May research and apply for grants that support program goals;
- Apply Federal, State, and District rules, regulations, procedures, and policies;
- Perform other related duties as required.

**Essential functions of particular positions within classifications may vary because job duties may vary by work location.**

## **QUALIFICATIONS**

### **Education:**

Required

- Minimum Bachelor's degree

### **Experience:**

Required

- Two years of related experience performing duties designing and providing program services in a program similar to CalWORKs;
- Must be proficient in the use of current technologies, personal computer, and associated office software such as word processing, spreadsheet, and/or database software.

**Or any equivalent combination of education and experience.**

### **Knowledge of:**

- Laws and regulations governing welfare reform; eligibility requirements and application procedures for CalWORKs programs; job development and placement practices; case management practices;
- Academic and supportive services programs of a community college;
- Campus and community resources related to serving students who are participants in CalWORKs;
- Principles of record management practices, and processes;

- The needs and sensitivities of special and disadvantaged populations;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

**Ability to:**

- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

**Physical ability to:**

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

**License and Certificates** (current within the last year):

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

Board of Trustees Approval: 11/04/2009: 03/05/2014  
 CCCUE Approval: 10/23/2009: 02/19/2014