

PERALTA COMMUNITY COLLEGE DISTRICT – November 2017

CLASSIFIED JOB DESCRIPTION

COORDINATOR (C.A.R.E.)

(SEIU Local 1021 Salary Range 95)

Job Code: 510

POSITION SUMMARY

Under the general direction of the Dean of Enrollment Services, the C.A.R.E Coordinator provides the coordination of the daily operations of the C.A.R.E Program.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

- Directs and coordinates the day-to-day functions of the C.A.R.E program.
- Reviews student applications and assists with determining students' eligibility to receive grants, book services, childcare, transportation, and other program services.
- Determines C.A.R.E student cash aid eligibility from county social service staff and/or county database, and secure documentation of aid.
- Reviews and analyzes reports, records, and directives, and confers with others to obtain data required for planning C.A.R.E program activities, such as new commitments, status of work in progress and problems to be handled.
- Assigns or delegates responsibility for specific work or functional activities.
- Coordinates annual C.A.R.E special events.
- Promotes the program to seek additional funding for yearly C.A.R.E events.
- Prepares and disseminates policies and procedures to staff for accomplishing the work of the C.A.R.E program.
- Provides supervision, resolves problems, prepares work schedules, and/or may set deadlines to ensure timely completion of the C.A.R.E programs/activities.
- Coordinates activities of the C.A.R.E program with related activities of other departments to achieve maximum fulfillment of goals and objectives, and to ensure optimum delivery of services to C.A.R.E students.
- In accordance with Title 5, Ed Code regulations, and C.A.R.E Implementing Guidelines, develops and administers the C.A.R.E program budget; monitors and analyzes the budget, prepares reports and records budgetary activities for management; develops program/project proposals to secure funding.

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- Evaluates policies, procedures, and practices for accomplishing the C.A.R.E objectives and mission and develops and recommends any modifications to improve program efficiency and effectiveness.
- Trains and supervises student workers.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited university or college in a discipline appropriate to the activity, or a directly related field AND four (4) years of experience in performing professional level work in planning and development of a program; or an equivalent combination of education and qualifying professional experience that would provide the knowledge, skills and abilities needed to fulfill the duties assigned to the position.
2. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Experience and/or knowledge of program administration in the California Community College System.
- Knowledge of:
 - Program evaluation techniques and methodology.
 - Laws, regulations, and guidelines that govern administration of activity of assignment.
- Ability to:
 - Plan, organize and schedule the work of student workers.
 - Train and supervise student workers.
 - Apply Title 5 and Ed Code in the daily operations of the C.A.R.E Program.
 - Prepare and maintain accurate records and reports.
 - Communicate effectively, both orally and in writing.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body

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- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

MENTAL REQUIREMENTS

- flexibility or ability to respond to multiple demands

TOOLS AND EQUIPMENT USED

- Computer
- Standard office machines and equipment
- Multi-line telephones
- Department-specific equipment

Revised: 5/2023