

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, CalWORKs Program	Range: 12 (CL)	Management Schedule
Date Revised:		Date Approved:	November 12, 2013
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

This position is responsible for performing a variety of administrative and supervisory duties related to the development and provision of appropriate educational and support services to students participating in the CalWORKs (California Work Opportunity and Responsibility to Kids) program.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the administration, organization and development of the college CalWORKs program; develops program objectives, policies and procedures; assures consistency of objectives, policies and procedures with those of the college and the District; assures compliance with applicable federal, state and local laws and regulations; assures compliance with applicable contract provisions and funding requirements.
2.	Implements and supervises a case-management model of service for participating students; provides for intake processing of students which includes program orientation, completion of required county and college documents, educational plans, and assessment of access to supportive services such as child care, books, supplies and transportation.
3.	Serves as the college CalWORKs liaison with the California Community Colleges Chancellor's Office county social workers; refers participating students to services on and off campus as appropriate; collaborates with the college Financial Aid Office to assign CalWORKs work study to eligible students and place students in jobs on campus.
4.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
5.	Maintains communication with District and college staff and various agencies to coordinate program services, exchange information, and refer participating students as appropriate; maintains current knowledge of legislation, laws, regulations and technology related to CalWORKs.
6.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
7.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
8.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates program operations and activities with other campus programs and services, as appropriate.
9.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
10.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.

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11.	Performs related duties as assigned.
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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Manager, CalWORKs maintains frequent contact with students, with representatives and service providers from the community and governmental agencies, and with various college and District personnel.

EDUCATION AND EXPERIENCE

Required Qualifications

Bachelor's Degree in counseling, guidance, clinical psychology, social work, or related field from a regionally accredited institution and at least two (2) years of experience with CalWORKs or similar program.

Desirable Qualifications

Advanced degree in counseling, guidance, clinical psychology, social work, or related field from a regionally accredited institution.

Administrative or supervisory experience in an educational program or student services environment, preferably in higher education.

Experience in counseling students from disadvantaged backgrounds.

Experience in managing categorical budgets and grants.

Bilingual in English and Spanish.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of federal and state laws and regulations applicable to CalWORKs programs
Knowledge of applicable state education code and Title 5 provisions
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

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SPECIAL REQUIREMENTS

WORKING CONDITIONS

Office environment; subject to interruptions and frequent interaction with others; sitting for long periods at a time (up to two-three hours); may require off-site duties and activities.
