

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	CARE Program Coordinator	Range:	40
Date Revised:		Date Approved:	January 26, 2021

### PRIMARY PURPOSE

This position is responsible for the organizing and coordinating of a variety of comprehensive, complex, and technical duties and activities to support the Cooperative Agencies and Resources for Education (CARE) program in accordance with federal and state guidelines and regulations.

### ESSENTIAL FUNCTIONS

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

1.	Coordinate and organize CARE Program activities to ensure efficient competent and timely operations; recommend and coordinate the implementation of goals and objective of the programs assigned, implement policies and procedures, assist in the delegation of responsibilities; perform a variety of complex and technical duties.
2.	Recruit and matriculate potential CARE students; determine eligibility for CARE services and grants. Coordinate the collection and processing of CARE student data (e.g. MIS data), including verification, preparation, and submission of data.
3.	Respond to CARE program inquiries and serve as a resource for CARE information to students, staff, faculty and the community. Maintain frequent contact with CARE students; monitor academic progress; assist in the resolution of academic issues.
4.	Prepare CARE reports and update as directed; ensure compliance with applicable rules, regulations, policies and procedures. Maintain specialized statistical reports as needed.
5.	Develop and implement procedures for intake and processing of CARE student applications; guide and advise current and prospective students concerning the CARE program; explain complex policies and procedures. Conduct research and work with internal and external partners for program evaluation and improvement.
6.	Coordinate the preparation and monitoring of the CARE program budget; calculate budget projections and report actual expenditures; calculate CARE grants and dispersal in coordination with appropriate staff (e.g., Director of Financial Aid/EOPS/CARE).
7.	Design and conduct informational workshops regarding the CARE program and services; develop program materials, coordinate and participate in outreach activities to promote educational opportunities and services available; work with CalWORKs, social services agencies and other internal and external partners and resources utilized by CARE students.
8.	Compile and maintain a variety of records, logs, files and statistical reports related to the program; prepare and maintain a variety of records related to students and program activities and requirements. Participate in the CARE regional meetings; attend meetings, conferences, and workshops with regard to the CARE program.
9.	Perform complex coordination and administrative duties related to the maintenance and efficiency of the assigned program(s); type various forms, letters and correspondence; maintain student attendance records, maintain confidential student information.
10.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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11.	Train and provide work direction and guidance to others as directed.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Perform related duties as assigned.

**OTHER FUNCTIONS**

None

**WORKING RELATIONSHIPS**

The CARE Program Coordinator maintains daily contact with various District departments, academic counselors, students, local high schools and colleges, and outside agencies.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Two (2) years college coursework in counseling, human services or related field.

Minimum two (2) years of experience in a related human services field, preferably in an educational program designed for ethnic minorities and/or individuals with language, social or economic disadvantages.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of District organization, operations, policies and objectives
- Knowledge of state education and county codes and requirements including Title V, as it relates to the EOPS/CARE program and CalWORKs state and county regulations
- Knowledge of government funded programs, especially those designed to serve ethnic minorities or individuals with language, social or economic disadvantages, such as EOPS and CARE programs
- Knowledge or experience with the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students
- Knowledge and understanding of the principles, practices, and service delivery needs related to the CARE program
- Knowledge of program administration in the California Community College System
- Knowledge of budget preparation and maintenance

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

Knowledge of basic accounting policies and procedures  
Knowledge of record keeping procedures  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Ability to collaborate with faculty, staff and/or community leaders in programs and initiatives that are specifically designed to assist historically underrepresented students achieve their education goals  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office machines including computer terminal, calculator, and copy machines  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to speak a language other than English fluently (i.e., Spanish, Vietnamese, Korean helpful)  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and timelines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, 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**

May require a valid California Driver's License

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**WORKING CONDITIONS**

College or District office environment; subject to sitting for long periods at a time (up to 2-3 hours).  
Repetitive use of upper extremities including hand coordination activities.

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