

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EOPS/CARE SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Director of the Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE), coordinate and direct daily support services on and off-campus for low-income and non-traditional students; provide personal, vocational and academic information and advice; assist with program development, planning and implementation.

REPRESENTATIVE DUTIES:

Develop and implement programs and services to recruit and retain program participants; participate in the evaluation of program effectiveness and prepare necessary reports. (E)

Participate in the monitoring of the allocation and expenditure of funds for program services such as tutoring, counseling, recruiting and allocating financial grants and loans. (E)

Provide assistance to students in identifying and developing educational, career and vocational needs and goals. (E)

Explain program services to students, staff, other schools and community agencies. (E)

Develop in-service programs and activities to promote instruction, develop awareness of participants' needs and improve communications; conduct workshops and training sessions. (E)

Review and analyze applications and make decisions regarding eligibility status. (E)

Assist students in completing forms; arrange placement exams as necessary; receive and process applications; conduct workshops on the completion of required forms; specify referral of eligibility for awarding of funds. (E)

Consult with faculty regarding appropriate placement of students, monitor student progress and provide tutor assistance as needed. (E)

Maintain program records; gather and provide program data for inclusion into special reports. (E)

Provide personal, financial, academic, career and vocational advice to program students as necessary. (E)

Assist in the coordination and administration of the CARE Program and complete required reports; assist with determining eligibility and assisting students in the program. (E)

Recruit students on campus, at high schools and community agencies and groups and on special family nights; make presentations; interview students and inform students and parents of the EOPS Program. (E)

Recruit, assist in the selection of, train and provide work direction to Peer Counselors, Tutors and Office Assistants. (E)

Assist in the planning, organizing, supervising and evaluation of the College EOPS/CARE operations, programs and services; coordinate programs with College and outside agency staff and supervise the work of the program. (E)

Write and edit a comprehensive newsletter regarding EOPS/CARE and related programs and services and distribute to colleges, agencies and individuals as required. (E)

Participate in a variety of EOPS/CARE and related advisory committees; participate in a variety of related on and off campus meetings; attend EOPS/CARE related professional meetings and workshops as approved. (E)

Maintain current knowledge of rules, regulations and guidelines related to EOPS/CARE programs; assure compliance with rules and regulations; analyze new or proposed legislation for possible impact on the programs.

Provide leadership and guidance for student clubs and activities.

Perform related duties as assigned.

KNOWLEDGE OF:

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

Oral and written communication skills.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Methods and practices of record-keeping and reporting.

EOPS/CARE Program requirements, guidelines, goals and objectives.

Interviewing techniques.

Fundamentals of College procedures and services applicable to EOPS/CARE students.

ABILITY TO:

Coordinate and direct daily support services on and off-campus for low-income and non-traditional students.

Provide personal, vocational and academic information and advice.

Assist with the planning, organization, supervision and evaluation of EOPS/CARE Program operations and services.

Analyze, interpret, apply and explain policies and procedures.

Learn and interpret laws, rules, regulations and policies related to EOPS/CARE.

Interview effectively and obtain relevant facts.

Make presentations to groups.

Organize and assemble data and prepare reports.

Relate to students from various cultural backgrounds of the community.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Train and provide work direction to others.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in social services, psychology or closely related field and two years of experience working with disadvantaged students in a college student services program.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Lifting light objects.