TANF/CALWORKS SPECIALIST

DEFINITION

Under the direction of an assigned administrator, plans, organizes and coordinates the case management activities for Temporary Assistance to Needy Families (TANF) program/California Work Opportunity and Responsibility to Kids (CalWORKs) students; advises TANF/CalWORKs students and coordinates the delivery of services designed to assist TANF/CalWORKs students to succeed in college. Designs activities that facilitate recruitment, retention and success of students. Serves as a liaison and resource person to students, the public, nonprofit agencies, educational institutions, and college staff.

TYPICAL DUTIES

Monitors the progress of students and coordinates college activities designed to assist TANF students entering college and successfully pursue their educational goals. Assists student in meeting workforce and employment goals and improve career options, including presenting workshops, attending training, and working collaboratively with county social services agencies to provide CalWORKs students with benefits and services. Interprets program regulations or benefit requirements and provides students with needed supportive services so that they can follow and complete their county approval educational plan; monitoring of student files and case management to ensure compliance with county timelines, and regulations; serves as the point of contact between the College and the county Department of Human Assistance; provides information for TANF recipients regarding community resources and referrals, present and future employment opportunities. Provides direct services to TANF students in coordination with county welfare departments, outside agencies, and college resources to assist students in successful completion of college. Orient students, individually or in groups, to the TANF/CalWORKs programs at the colleges and its resources; monitors the use of college services. Works collaboratively with counselors, instructors, college nurses, and/or other appropriate college staff on behalf of TANF/CalWORKs students. Explains college policies and procedures. Prepares the CalWORKs reports and college reports and assists in developing the unit goals for TANF/CalWORKs. Identifies and seeks to assist student to mitigate potential barriers to self-sufficiency; presents the CalWORKs program and opportunities; and maintains confidentiality of information and materials. Serves as resource person for staff and students and answers routine questions regarding program requirements; advises students to assist them in their development of educational and vocational objectives. Acts as a lead for work study positions, student workers, and staff, and assigns work. Prepares and advertises the programs through bulletin announcements, newsletters, mass mailings, display racks and other visual displays; and assists with the development of the master calendar of events. Performs general office duties and schedules appointments. Leads the development of a database to provide accountability for TANF job-related activities; and records and coordinates case management/documentation, maintains case records; and prepares periodic reports. Attends appropriate conferences, workshops and staff meetings as assigned; addresses community groups and faculty members to explain services provided to TANF students; assists in budget planning and maintenance and performs related duties as required.
QUALIFICATIONS

EXPERIENCE
Two years of responsible experience in case management, preferably with TANF/CalWORKs population; experience in development and facilitation of life-skill workshops leading to employment and self-sufficiency; OR, two years of successful experience involving responsibility in a variety of student or community service programs. Experience working with students and/or target groups preferably with TANF/CalWORKs population.

EDUCATION
Completion of two years of college education (48 units) in a social science related major from an accredited college or university. A bachelor’s degree in related major is preferred.

SPECIAL REQUIREMENT
Possess and maintain a valid California Driver’s License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

KNOWLEDGE OF
Knowledge of organization and operation of TANF/CalWORKs programs; college community service activities; the areas served by the college; college programs and student services; and college and District policies and procedures. Knowledge of Welfare reform issues; labor markets including local outlook with emphasis on college programs; and TANF population and requirements. Knowledge of barriers to self-sufficiency; community resources; and scheduling systems, and database management.

Knowledge of general Student Services procedures; organization, functions and activities of a community college; the budget preparation process; and principles of leadership.

Knowledge of elements of correct English usage, spelling and vocabulary; letter and report writing and the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of interpersonal skills using tact, patience and courtesy; elements of correct English usage, spelling and vocabulary; and letter and report writing; and record keeping. Knowledge of basic computer software used for word processing, spreadsheets, databases, E-mail, and presentations; and modern office practices and equipment.

SKILLS IN
Skill in computer use including database management and Internet capabilities; Skill in understanding written sentences and paragraphs in work related documents; listening to what other people are saying and asking appropriate questions; and in communicating effectively with others orally and in writing as indicated by the needs of the audience. Skill in evaluating the likely success of an idea in relation to the demands of the situation; observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts; being aware of others' reactions and understanding why they react as they do; and in adjusting actions in relation to others' actions; and in working in a multicultural environment.
ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, employers, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and to meet schedules and timelines. The ability to maintain confidentiality of information and sensitive materials; compile data and prepare reports; and maintain accurate and complete records; analyze data and solve problems; exercise initiative and good judgment; and meet schedules and timelines. The ability to make responsible decisions affecting students and student programs; effectively communicate college and district standards and procedures to students, the public; coordinate, plan, and schedule various activities and events and the ability to understand and carry out oral and written directions; and speak to large groups.

TYPICAL EQUIPMENT USE (May include, but not limited to)
Computer, telephone, fax, copier, typewriter, calculator, and printer.