

STUDENT PERSONNEL ASSISTANT
Temporary Assistance to Needy Families (TANF)

DEFINITION

Under general supervision of assigned manager/supervisor, assists coordination of case management activities for TANF/CalWORKs students. Coordinates delivery of services designed to help CalWORKs students succeed in college vocational training and work study programs that lead to employment. Serves as a resource person to students, the public, nonprofit agencies, educational institutions, and college staff.

TYPICAL DUTIES

Coordinates college activities designed to assist TANF students to enter the workforce and improve career options, including presenting workshops on interviewing, resume and portfolio development, job search skills and Internet use. Interprets program regulations or benefit requirements and assists students in obtaining needed supportive services; provides information for TANF recipients regarding community resources and referrals, present and future employment opportunities, and types of occupations and industries in demand in the local labor market. 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 training and work study programs leading to employment; and coordinates contacts with employers by assisting with job/internship development and maintaining related database. Orients students, individually or in groups, to the Center and its resources; monitors the use of the Center; develops and implements a Student Peer Advisor Program for TANF students; and follows up on job placement and school status of TANF students and graduates including dropouts. Works in cooperation with counselors, instructors, college nurses, and/or other appropriate college staff when TANF students have special employment problems; identifies 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. Oversees and/or acts as a lead for work study positions, student workers, and staff, and assigns work.. Assists with advertising the Center and its programs through bulletin announcements, newsletters, mass mailings, display racks and other visual displays; and assists with the development of the master calendar of Center events. Performs general office duties and schedules appointments. Assists with 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. Assists in creating an aesthetic, warm atmosphere of acceptance in the Center; attends appropriate conferences, workshops and staff meetings as assigned; addresses community groups and faculty members to explain services provided to TANF students; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Completion of an associate's degree or 60 semester units (90 quarter units). Additional qualifying experience may be substituted for up to one year of college education.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

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 basic computer applications, typing and filing techniques; interpersonal skills using tact, patience and courtesy; and policies and practices involved in human resource functions. Knowledge of ways to advise students regarding procedures concerning job availability, job readiness and resources; interviewing, resume development, job search strategy resources; and general career development processes and exploration tools. 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 Campus scheduler (SARS), and Access.

SKILLS IN

Skill in computer use including database management and Internet capabilities; and in performing multimedia presentations. 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.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential 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 time lines. The ability to maintain confidentiality of information and sensitive materials; compile data and prepare reports; and maintain accurate and complete records. The ability to understand and carry out oral and written directions; and speak to large groups. The ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Computer, telephone, fax, copier, typewriter, calculator, and printer.