

## 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
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### 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.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
12.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees
13.	Performs related duties as assigned.

**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**

**Minimum 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.

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**

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.

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.

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**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**

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**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.

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