

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION

JOB TITLE: CalWORKS Specialist

BASIC FUNCTION: Under the direction of the area manager, performs program-related, specialized services to students; assists in the implementation of the CalWORKS and Workforce Preparation program. Provides specialized support and administrative assistance with CalWORKS services to students and assists with the coordination of the Workforce Prep program.

PROVIDES WORK OR LEAD DIRECTION TO: Student employees and CalWORKS students.

REPRESENTATIVE DUTIES:

1. Organizes and assists with the daily operations of the CalWORKS/Workforce Preparation Office based on accurate information of the program's regulations, policies, and procedures.
2. Enters and maintains CalWORKS student data using multiple software platforms (Datatel, Microsoft Office Suite, and SARS) to develop internal (campus-level) and external reports as required by the state Chancellor's Office for MIS purposes.
3. Participates in planning, coordinating and implementing student responsibility workshops and CalWORKS supportive services.
4. Communicates regularly with on- and off-campus departments and agencies that serve CalWORKS eligible populations regarding program eligibility.
5. Develops and disseminates program newsletter and publication materials.
6. Assists with hiring, training, and providing direction to student and short-term employees.
7. Evaluates and determines CalWORKS applications and student eligibility for admission to the CalWORKS program and service components.
8. Interviews potential CalWORKS students, and assists in completing student files.
9. Provides information and answers complex questions from students, faculty, staff, and the general public regarding CalWORKS as well as district/college programs, policies and procedures.
10. Schedules, arranges, and confirms appointments, meetings and conferences for CalWORKS staff.
11. Maintains a variety of complex files and budget records; records expenditures and tracks current account balances for the office.
12. Tracks and processes monthly department staff, faculty, student and short-term worker timesheets.
13. Assists in administering departmental surveys and other assessment measures and compiling results.
14. Orders, inventories, stores and issues department program supplies.
15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty and the public.
17. Performs other duties, related to the position as assigned.

EDUCATION: Possession of an associate's degree or 60 semester units or 90 quarter units of college coursework from an accredited institution. Additional qualifying experience may substitute for the required education on a year for year basis with one year of experience being equal to 30 semester or 45 quarter units of college coursework.

EXPERIENCE: Two years of experience in social services or an educational setting is required. Experience working with students from underrepresented, first-generation college backgrounds, maintaining student databases, and collaborating with financial aid, counseling, tutoring, disabled student services and admissions offices is desired.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF: CalWORKS or related similar programs, student financial assistance programs, policies, rules and regulations; modern office practices and technology; proper English usage, grammar, punctuation, and spelling; business letter writing; basic principles of accounting and budgets. Interpretation of policies, procedures and regulations according to Riverside Community College District and the CalWORKS Program.

ABILITY TO: Interpret and explain policies, rules and regulations; prepare and edit reports and other documents; compose written correspondences independently; compile and maintain accurate and complete records; establish and maintain an effective working relationship with students, staff, faculty, and members of the community; demonstrate excellent communication interpersonal skills; and effectively manage administrative tasks in an office setting.

CONTACTS: Co-workers, counselors, community partners, office staff, State agencies, social services and county staff and foster parents and other department staff.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the needs to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.