

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Emancipation Coach (Foster Youth Emancipation Program)

**BASIC FUNCTION:** Under the supervision of the area Director/designee, is responsible for providing a broad range of services to support pre-emancipated and emancipated foster youth in Riverside County, such as establishing and maintaining contact with the youth and provide necessary services and resources to ensure success within the program; assist with career/vocational and academic advising; assist students in removing barriers to academic success; develop and implement recruitment and retention strategies; and design and deliver workshops and training sessions.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Advises students on program requirements and provisions.
2. Coordinates required events to facilitate education and employment resources.
3. Works collaboratively with program faculty and other departments to develop strategies for keeping at-risk students in class.
4. Provides support and referrals for students experiencing family, personal, or economic crises which may impact school performance.
5. Develops and facilitates workshop orientation meetings on various topics such as time management, study strategies, goal setting, learning styles, career planning, and communication skills.
6. Consults with a variety of social service agencies in the community to explain general program requirements, or to address individual student progress or needs.
7. Develops, implements, and maintains marketing, recruitment, and retention strategies for assigned program.
8. Creates brochures, orientation materials, forms, and documents for distribution and presentation.
9. Coordinates activities to introduce students to available community services and campus resources.
10. Makes presentations to schools, community organizations, churches, and other groups to explain the program.
11. Establishes and maintains an active case file on each enrolled student; keeps accurate case notes and documentation.
12. Provides statistical information and summarizes information in reports as needed; submits required paperwork according to specified timelines.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

**EDUCATION:** An associate degree from an accredited institution with an emphasis in psychology, sociology, social work, or a related field is required. A bachelor's degree from an accredited institution in social or behavioral sciences is desired.

**EXPERIENCE:** Two years of closely related work experience in an educational or social service field is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Modern office procedures, principles of coaching and training; correct English usage; skills in oral and written communication.

**ABILITY TO:** Understand, interpret, and apply Department of Social Services, California public school and college policies, rules, and regulations; use a computer; work with at-risk and culturally diverse student populations; work with students in advising and developing goals; assess student needs and coordinate educational and community-based services; manage caseload and case files; establish and maintain effective interpersonal relationships.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Students, staff, faculty, administrators, community social service agencies, community service organizations, churches, other school districts.

**WORKING CONDITIONS:** Normal office environment.

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