

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FAMILY RESOURCE COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, plan, develop, coordinate, implement, promote, and oversee the Family Resource program to assist families of children enrolled at the Chabot Children's Center; research and coordinate College and community resources and agencies; serve as resource to parents and families for referrals to resources, services, and support; identify parent education and training opportunities; and perform a variety of technical, administrative, and programmatic work in support of assigned program.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, develop, coordinate, implement, promote, and oversee the Family Resource program at the Chabot Children's Center; participate in the development and implementation of program goals, objectives, policies, procedures, and priorities; develop strategies for the achievement of these goals.
2. Participate in the identification, planning, development, and implementation of new and/or modified activities and services that would promote and enhance the mission, goals, and objectives of the program and the Center.
3. Research College and community resources including financial resources and aid, college and personal counseling, speech, language, hearing, visual, dental and health resources, and resources to facilitate housing, transportation, and job opportunities.
4. Staff the Family Resource Center within the Children's Center on the college campus; identify resources such as books, videos, and Internet sources that can be available to both staff and parents.
5. Provide parent training and education as identified by families, staff, and management staff.
6. Assist Center staff in helping parents identify resources and needed training opportunities.
7. Initiate, design, produce, and distribute a variety of outreach and informational materials for assigned programs, services, and resources.
8. Serve as initial contact person for general inquiries and requests for information related to assigned program area(s); provide requested data, answer questions, and refer inquiries to the appropriate resource within or outside the Center or District.
9. Maintain community outreach; attend meetings; read newsletters; contribute to community agencies as appropriate.
10. Participate in the development of grants; write grant applications; manage grant projects.
11. Provide responsible staff assistance, technical, and administrative support related to area of assignment; prepare and present technical, fiscal, and administrative studies, surveys, and reports.

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12. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of counseling, social work, and family advocacy; incorporate new developments as appropriate.
13. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operational characteristics, services, and activities of assigned program.
2. Principles and practices of program development and administration.
3. College and community resources.
4. Grant application and administration principles and practices.
5. Principles and practices of project management, program planning, and implementation.
6. Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
7. Interpersonal skills using tact, patience, and courtesy.
8. Methods and techniques of effective record keeping and report preparation.
9. Principles of business letter writing.
10. Methods and techniques used in customer service and public relations.
11. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

1. Participate in planning, organizing, directing, coordinating, and evaluating assigned programs and areas.
2. Meet and collaborate with community agency representatives.
3. Plan, establish, and maintain internal and external relationships.
4. Identify and respond to issues, concerns, and needs of families.
5. Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative.
6. Participate in the development and administration of program goals, objectives, and procedures.
7. Understand the organization and operation of the District, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
8. Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
9. Prepare and administer grants.
10. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
11. Respond tactfully, clearly, concisely, and appropriately to inquiries from the parents, staff, or other agencies on sensitive issues in area of responsibility.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.

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14. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in social work, counseling, family advocacy, or a related field.

Experience:

Three years of experience working with families and family resource agencies.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

9/18/01

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical - Paraprofessional