



## POSITION DESCRIPTION

### Program Coordinator – Foster Care/Kinship Programs

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**Position** ..... Program Coordinator – Foster Care/Kinship Programs  
**Department/Site** ..... Foster Care/Kinship  
**FLSA** ..... Non-Exempt  
**Evaluated by** .....  
**Salary Range** ..... 51

#### **Summary**

Plans, organizes, leads, and coordinates grant-funded student, community-based, or adult training and program support services that contributes to and encourages college attendance and retention for targeted students or groups. Programs could include foster parent, first time college attendees, and/or populations disadvantaged by way of socioeconomic, gender, ethnic, or other designation.

#### **Essential Duties and Responsibilities**

- Plans, develops, and implements yearly programs that include budget, training, and performance monitoring. Plans and sequences training in special workshops, following up with mentoring and support that enhances client success.
- Recruits and contracts for trainers, therapists, social workers and others to deliver education to foster parents and kinship parents in a region that includes four community colleges.
- Coordinates consultant and professional specialist visitations to parents for monitoring and reviewing performance, problem solving, and training.
- Identifies referrals from research and contacts with other organizations and grant-funded programs. After initial contacts, advises a parent on services and procedures for working within the programs.
- Prioritizes and assigns work to other staff associated with the programs. Coordinates activities with program managers, serving in an oversight capacity for compliance and meeting outcomes.
- Oversees and schedules events, parent and student/child development activities, speakers, and other activities that impact college attendance.
- Establishes and maintains active regional advisory boards used for guidance and outreach. Participates in audits of programs within the region.
- Prepares grant-funding proposals. Develops and submits program and project budgets along with grant proposals. Carries out expenditure of project funds according to fiscal guidelines.
- Oversees and maintains records of budgets and grant fund expenditures. Prepares periodic fiscal and statistical reports. Conducts evaluation of all program components and services. Prepares and submits project reports.
- Researches and compiles demographic and statistical data related to program participants. Prepares grant proposals and monitors outcomes for grant awards.
- Assures compliance with all applicable rules, regulations, policies and procedures. Oversees the maintenance of all records including computer-aided databases. Ensures privacy of parent and student/child information.
- Participates in a variety of campus/college, education, and grantee committees and functions that promote foster and kinship parent involvement.
- Performs other duties as assigned that support the overall objective of the position.



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#### **Qualifications**

##### **- Knowledge and Skills**

- Requires specialized knowledge of program goals and objectives, procedures and regulations.
- Requires a well-developed knowledge of college administrative services, admission procedures, financial aid programs, and vocational and academic transfer education programs.
- Requires specialized knowledge of the roll of cultural, social, and related activities in college life.
- Requires in-depth knowledge of community demographics including socioeconomic factors, age-appropriate child development, and community resources.
- Requires a working knowledge of training, mentoring, and performance management techniques as well as parenting skill development methods.
- Requires sufficient human relations skill to make formal presentations, facilitate group processes, and review performance.
- Requires professional-level writing skills to prepare grants and performance reports.
- Requires math skills sufficient to read and analyze financial statements.

##### **- Abilities**

- Requires the ability to carry out all aspects of the job.
- Requires the ability to convert program goals into action plans.
- Requires the ability to evaluate program outcomes.
- Requires the ability to schedule, prioritize, assign, and review the work of staff and peers in other organizations in a manner conducive to successful accomplishment of program goals.
- Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines.
- Requires the ability to facilitate meetings and processes involving diverse groups.
- Requires the ability to secure funding, secure local interagency partnerships, and accomplish goals within financial limitations.

#### **Physical Abilities**

- Requires ordinary ambulatory skills to travel to outside offices and locations.
- Requires sufficient visual acuity to recognize words and numbers.
- Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience.
- Requires sufficient hand/arm/eye coordination to use a personal computer keyboard.

#### **Education and Experience**

- A bachelor's degree in behavioral science, social science, or related field, and two years of Foster Care/Kinship Program coordination experience; or, in the absence of a bachelor's degree, an associate degree, or the completion of at least sixty (60) college-level semester units, and four years of Foster Care/Kinship Program coordination experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, six years of Foster Care/Kinship Program coordination experience.



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### **Licenses and Certificates**

- Requires a valid driver's license.

### **Work Environment**

- Work areas require minimal safety considerations.