

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: FOSTER CARE EDUCATION/INDEPENDENT LIVING PROGRAM SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Program Director, assist with the design, instruction, coordination and evaluation of the Foster Care Education/Independent Living Program.

#### **REPRESENTATIVE DUTIES:**

Develop and implement programs and services to recruit and retain program participants; participate in the evaluation of program effectiveness and prepare necessary reports. (E)

Assist in the planning, organizing, coordinating and evaluating of the College Foster Care Education/Independent Living Program operations, programs and services; coordinate programs with College and outside agency staff. (E)

Assist in the supervision and training of students and Foster Care Education/Independent Living Program Contract Trainers. (E)

Coordinate the trainings with county staff and foster parents and/or the local foster parent association. (E)

Open and close training facilities off campus. (E)

Arrange, coordinate and schedule a variety of meetings, appointments and special or regular events including program registration, seminars, classes, conferences and training sessions including securing facilities. (E)

Maintain accurate records; prepare meeting agendas, take and finalize minutes of meetings; assist in grant preparation and quarterly reports; and screen and distribute mail. (E)

Conduct training for Foster Parents and youth. (E)

Write and edit articles for newspaper, press releases, and newsletter; prepare flyers and schedules for trainings of Foster Care Education/Independent Living Program and distribute to colleges, agencies and individuals as required. (E)

Maintain and update mailing lists for the Foster Care Education/Independent Living Program. (E)

Assist in building and maintaining the resource library, and instruction materials, supplies and equipment as necessary. Schedule repair and maintenance of equipment according to established procedures. (E)

Participate in a variety of Foster Care Education/Independent Living Program and related advisor committees; participate in a variety of related on and off campus meetings; attend the Foster Care Education/Independent Living Program related professional meetings and workshops as approved; attend the Program Directors and Coordinators regional and statewide conferences. (E)

Perform related duties as assigned.

#### **KNOWLEDGE OF:**

Foster Care Systems and Child Protective Services.

Legislation and regulations related to Foster Care.

Oral and written communication skills.

Computer software programs including word processing and other office equipment.

Principles and practices of training and providing work direction to others.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of foster parents and foster youth.

Methods and practices of record-keeping and reporting.

Interpersonal skills using tact, patience and courtesy.

Interviewing techniques.

Public speaking techniques.

**ABILITY TO:**

Adhere to policies and procedures governing budgets and work authorization.

Learn policies and objectives of Foster Care Education and Independent Living Skills Programs and class participants.

Learn district and college organization, operations, policies and objectives.

Establish and maintain cooperative and effective working relationships with others.

Exercise good judgment in analyzing and solving problems and situations.

Plan and organize time and duties effectively.

Prepare and present accurate, comprehensive, and concise reports.

Independently establish priorities and perform tasks in a timely manner.

Train and provide work direction to others.

Meet schedules and time lines.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain confidential information.

Learn legal issues related to the Foster Care Education/Independent Living Program.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to an associates degree with course work in social services, child development OR 150 certificate hours of Foster Care Education and two years related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid driver's license, own transportation and evidence of appropriate automobile insurance which at a minimum satisfies the California requirements.

**ENVIRONMENT:**

Evening or variable hours.

Office environment.

Diverse locations.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard.

Driving a vehicle to conduct work.

Hearing and speaking to exchange information and make presentations.

Sitting and standing for extended periods of time.