

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: Open Until Filled
First Review of Applications: January 31, 2019

CalWORKs/TANF OUTREACH SPECIALIST (32-37 hrs/wk @ \$20.31/hr; 11 months/year)

Categorically Funded

Short Term Non-Continuing Assignment (STNC)

Under the direction of the Dean of Counseling and/or Department Manager, assist in the coordination of the California Work Opportunity Responsibility to Kids (CalWORKs) and Temporary Assistance for Needy Families (TANF); serve and assists all CalWORKs/TANF referrals, potential students and current students with the application process; determines eligibility and awards; tracks student's progress; prepares related reports; assists with other special student services activities as assigned.

RESPONSIBILITIES:

- Serves as a lead worker for CalWORKs/TANF; As needed, may serve as a liaison with Department of Social Services (DSS) and related county offices in Lake and Mendocino Counties; including regular reporting, adjustments, meetings, etc.
- Creates, maintains and organizes records and files, including State mandated case files for each CalWORKs/TANF student; collaborates with DSS to ensure there is no duplication of services and that the college is aware of sanctioned students as soon as the sanction occurs. Prepares and maintains a variety of correspondence, reports, documents, and forms.
- Assists students in completing the CalWORKs/TANF application process; processes incoming documentation to determine if it is complete and acceptable; determines eligibility and awards; assists in resolving eligibility issues. Screens CalWORKs/TANF applications to determine TANF program eligibility.
- Plans and conducts CalWORKs/TANF application workshops and orientation sessions for students. Publicizes CalWORKs/TANF program and makes presentations as needed; produces materials to describe the CalWORKs/TANF program and other services available to students.
- Assists with program planning, operations, and reporting by providing information, suggestions and statistics. Interprets and implements rules, regulations, policies, and procedures for CalWORKs/TANF; assures program compliance by integrating statutory changes into the delivery system; provides related training for students and colleagues.
- Coordinates activities; resolves questions and issues; communicates with faculty, staff, students, and other individuals and organizations to provide program information and assistance; assists students with Financial Aid applications and applications to other student programs; assists in other College outreach activities, such as CalFresh; may refer students to other related programs.
- Develops, revises, and maintains computer databases to track students; provides statistical information.
- Assists in the development and monitoring of the CalWORKs work study program.

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- Coordinates services and verifies eligibility for CalWORKs students at the Child Development Lab.
- Prepares for audits and program review as needed; assists in resolving related issues.
- Answers telephones and assists at the counter in answering questions, scheduling appointments, completing forms; operates a variety of office equipment including computers, related software, calculators, copiers, and others as applicable; oversees student employees; trains and provides work direction to others as assigned.
- Attends meetings and conferences; participates in special Student Services outreach activities as assigned; performs other duties as assigned.

PREFERRED QUALIFICATIONS

Associates of Arts/Science degree

QUALIFICATIONS

Knowledge of Federal and state student financial assistance programs; recruitment techniques and methods; public speaking techniques; verbal and written communication skills; interpersonal skills using tact, patience, and courtesy; interviewing and advising techniques; financial recordkeeping techniques

Ability to Learn, interpret, apply and explain rules, regulations, policies, and procedures of federal and state student financial assistance programs and the department; interview and advise students from diverse ethnic and socio-economic backgrounds; understand and follow verbal and written directions; analyze situations accurately and adopt an effective course of action; read financial and income tax statements; communicate effectively both verbally and in writing; plan and organize work; establish and maintain cooperative and effective working relationships with others; meet schedules and timelines; work independently with little direction; complete work with many interruptions; train and provide work direction to others; provide budget recordkeeping; maintain records and prepare reports; provide own transportation; operate a variety of office equipment including a microcomputer and related software, typewriter, calculator, copier, and others as applicable.

WORKING CONDITIONS

Office environment; subject to interruptions and distractions; drives to College Centers. Attendance at State mandated conferences and training may be required. Physical demands include sitting, standing, reaching, bending, walking, and occasional light lifting (up to 15 lbs).

SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 32 -37 hours per week, \$20.31 per hour. The only benefits associated with this job are workers compensation, social security, and Medicare. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.

APPLICATION PROCEDURE: By January 31, 2019, 5:00 p.m., submit the following to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

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- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>
- A resume and cover letter explaining how the applicant meets the qualifications
- Two recent letters of recommendation

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 4,500 students in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, and the newly acquired Mendocino Coast Center, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.