



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, HEALTH OCCUPATIONS PREPARATION AND EDUCATION (HOPE) PROGRAM	CLASSIFIED CATEGORICALLY FUNDED	GRADE: O MONTHS: 12
BOARD POLICY REFERENCE: April 13, 2010		DATE: 04/10

JOB DESCRIPTION:

Under direction, plans and organizes the daily functions of the Health Occupations Preparation and Education (HOPE) program which provides academic support, advising, tutoring and special events for Health Science students at SRJC. This is a temporary, categorically funded, full-time classified position.

SCOPE:

The HOPE Program Coordinator is responsible for coordinating an on-campus health preparation learning community/facility program for prospective and current health occupations students.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plays a key role in project organization for a program with outcomes/deliverables that must be met within a specified time period.
2. Serves as a liaison with personnel in the healthcare industry, community-based organizations, government and secondary and postsecondary education.
3. Develops implements and monitors the operating budget for area assigned.
4. May serve as lead worker for other classified staff within area.
5. Supervises trains and directs student assistants and short-term, non-continuing staff.
6. Gathers, analyzes and maintains data and statistical information to evaluate effectiveness of services and to identify long-and short-term goals to meet the future needs of students. Compiles reports for the Chancellor's Office regarding HOPE grant.
7. Identifies, develops and presents services, programs, resources, seminars and workshops to assist students and community members. These may include coordinating career development events, tutoring services and internship/volunteer programs.
8. Performs outreach services and functions as a liaison with healthcare related to community organizations and business; participates in community sponsored events to promote College programs and services.
9. Identifies, develops and presents services, resources, seminars and workshops to assist Health Sciences students and community members.
10. Serves as a liaison between students and other campus departments; refers students to appropriate department to meet their needs.
11. Oversees the daily operation of the HOPE Center including: opening and closing facility; managing signage for Center; designing materials/posters/flyers/forms for program; supervising a 12 station computer lab; maintaining the HOPE Center website.
12. Assists the HOPE Center counselor in scheduling students, management of SARS calendar changes and report, and other tasks as needed.

KEY DUTIES AND RESPONSIBILITIES (Continued):

13. Maintains information for students on health occupations.
14. Attends and presents at conferences, as required by HOPE grant funding.
15. Organizes program annual recognition event.
16. Oversees all aspects of the HWDP Tutoring program.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimum supervision; write accurate and comprehensive reports, monitor, track and compile statistical information; communicate effectively in English; follow and give oral and written direction; act as a lead worker to other classified staff in the area; supervise student assistants and short-term, non-continuing employees; demonstrate sensitivity to, and respect for a diverse population; plan and present training programs and give presentation to individuals and groups; maintain cooperative working relationships; and organize and prioritize project needs.

KNOWLEDGE OF:

Economic and labor market conditions and trends; socioeconomic trends and issues facing diverse groups; community resources and services; budgets and revenue control; operation of personal computer software programs including word processing, spreadsheet tools and data management; principles and practices of organization, budgeting, and project management; familiarity with the healthcare delivery systems, community outreach.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in relevant discipline (i.e., Sociology, Public Administration, Human Services, Psychology, or Nursing).

Experience:

Three years experience in a health and human services, education or related field and demonstrated recent success in project management.

SPECIAL REQUIREMENTS:

This position requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California Driver's license and an acceptable driving record. With advance notice, the ability to work flexible hours; occasional evening and weekend hours may be required. Bilingual skills (English/Spanish) are preferred.