

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Project Coordinator, Foster and Kinship Care Education Program	Management Team Categorical Supervisory	Range: 9.0 Days: 238

JOB DESCRIPTION:

The Project Coordinator, Foster and Kinship Care Education (FKCE) Program is a categorically-funded classified supervisory position responsible for the overall administration, supervision, and coordination of the FKCE Program.

SCOPE:

The Project Coordinator, Foster and Kinship Care Education Program, is responsible for the overall coordination/supervision of the Foster and Kinship Care Education Program and the implementation of its goals in Sonoma County as defined by the Chancellor's Office. This involves bridging the college component, Sonoma County Department of Human Services component, California State Adoptions component, and the unique population of people caring for children in out of home care. The Project Coordinator will work closely with the Program Advisor/Liaison in coordinating the program and services with the Consumer Family Studies Department and with other aspects of Santa Rosa Junior College with which the program interfaces.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Develops and submits the program plans, final reports, and quality assurance self-review as required by the Chancellor's Office for the Foster and Kinship Care Education Program, working in conjunction with the Program Advisor/Liaison.
2. Develops and maintains methods of fiscal control over the program, including monitoring the budget, reviewing and approving all Personnel Action Forms, purchase orders, honorariums, payroll timesheets, reimbursements, etc.
3. Coordinates and schedules classes and workshops for foster parents and kinship care providers that incorporate the course/curriculum requirements established in law.
4. Publicizes the FKCE to foster parents and kinship care providers and implements outreach efforts to increase class/workshop attendance, including development and distribution of brochures, flyers, announcements and other materials.
5. Ensures that required program data is properly entered into the FKCE data information system.
6. Monitors registrations for FKCE classes and supervises submission of list for deferring registrations and health fees.
7. Participates in regional meetings, conferences, and trainings required by the state and appropriate to the program.
8. Provides leadership to the FKCE Advisory Committee and solicits appropriate input.

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9. Supervises the work of clerical and administrative assistants as related to the program.
10. Supervises development and maintenance of mailing lists for foster, foster-adopt parents and kinship care providers, collateral agencies and persons.
11. Develops and maintains a resource library.
12. Meets on a regular basis with the Program Advisor/Liaison to assess program outcomes and to assure that program complies with SRJC policies, procedures, and practices.
13. Participates in hiring process for adjunct faculty, trainers, and clerical support.
14. Participates in community outreach coordination and serves on various community task forces, advisory committees, and/or boards.
15. Other duties as assigned by the Dean, Business & Computer & Information Sciences.

KNOWLEDGE OF:

1. Principles of child development, child psychology, and specifically the effects of trauma and loss on children coming into protective custody.
2. Foster care and kinship care.
3. Budgeting, word-processing, data reporting, spreadsheets.
4. State mandated pre-service and in-service training for foster care.
5. State and county welfare system.
6. Curriculum development specific to the needs of foster, foster-adopt, and kinship care providers.
7. Legal guidelines governing child protective services.
8. Interpreting and enforcing faculty and classified collective bargaining contracts.
9. Program review and evaluation processes.

ABILITY TO:

1. Work effectively with a unique population of people offering foster care and kinship care.
2. Work effectively with community, state, and local agencies, including the Sonoma County Department of Social Services, Child Protective Services, and the State Chancellor's office.
3. Work effectively with other providers of FKCE, including regional coordination if required.
4. Communicate effectively, both verbally and in writing.
5. Work with state funding agencies and adhere to state requirements.
6. Plan and monitor budgets.

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7. Supervise classified staff, STNC's and student employees.
8. Teach classes or offer workshops for adult learners.
9. Organize, plan, monitor, and implement a complex program.

QUALIFICATIONS:

Education:

Must meet the minimum qualifications for Consumer and Family Studies, Psychology, Child Development, Sociology or Counseling.

Experience:

First-hand experience in caring for children in out of home placements (foster, fost-adopt, relative care giver, or residential) preferred. Must meet minimum qualifications to teach in the program.

SUPERVISION RECEIVED:

The Project Coordinator reports to the Dean, Business & Computer & Information Sciences and must work closely with the CFS Program Advisor/Liaison.

SUPERVISION EXERCISED:

Provides direct coordination and supervision of the Foster and Kinship Care Education Program in consultation with Program Advisor/Liaison. Maintains effective relationships with all participating agencies and with college personnel.

Board Approved: June 13, 2006
Revised: June 30, 2007, 05/29/08