

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM COORDINATOR – FOSTER AND KINSHIP CARE EDUCATION

L209.100

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## BASIC FUNCTION:

Under the direction of the Director for Career and Employment Services, administers and coordinates a variety of trainings and services for the Foster Kinship Care Education program. Plans, implements, coordinates, supervises and evaluates the programs to ensure program objectives, training opportunities and policies are properly implemented and in compliance with applicable federal guidelines and District policies and procedures. Assesses the training needs for parents and the foster/kinship care providers and works in collaboration with the Butte and Glenn County Departments of Social Services, Child Protective Services and local caregivers to deliver education and trainings to the foster parents, biological parents and kinship providers.

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**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The essential duties of the class are indicated with an asterisk \*)*

- \*1. Organizes, coordinates, oversees, implements, integrates and evaluates the activities and services of the Foster/Kinship Care Education program to assure efficient and effective operations.
- \*2. Develops and submits program plans and training hours and prepares final reports and quality assurance self-review as required by the State Chancellor's Office.
- \*3. Interprets and applies current, detailed knowledge of program-specific Federal, state and local laws and regulations, grant and program guidelines and District policies and procedures to meet requirements for the program.
- \*4. Develops, implements and maintains methods of fiscal control over assigned budgets, including monitoring and controlling expenditures; prepares and submits required Federal and institutional fiscal and accounting records.
- \*5. Establishes training plans and coordinates and schedules classes and workshops for foster parents, biological parents and kinship care providers that incorporate the courses and curriculum requirements established in law.
- \*6. Markets, publicizes and facilitates training sessions and workshops and implements outreach efforts to increase class/workshop attendance, including coordinating communications, the development and distribution of brochures, flyers, announcements and other materials.
- \*7. Recruits, interviews and selects trainers for the Foster Kinship Care Education program training sessions and workshops.
- \*8. Coordinates and monitors program personnel and participant registration and attendance, maintaining confidentiality and ensuring accurate data gathering and input; participates in participant follow-up activities and project evaluation reports.
- \*9. Develops and maintains mailing lists for foster and post-adopt parents, biological parents, kinship care providers and social service agency personnel, utilizing a variety of software and hardware; develops and maintains a resource library.
10. Performs advanced-level document production including complex formatting of documents, creating charts and spreadsheets and establishes and maintains databases.
11. Participates and attends regional meetings, conferences and trainings required by the state and appropriate to the program.
12. Chairs local meetings in collaboration with social service agencies to plan for trainings and events in the local area.
13. Maintains and demonstrates an awareness and understanding of advances and changes in the field of foster care and independent living education.
14. Participates in community outreach coordination and serves on a variety of community task force and advisory committees.
15. Serves as a resource to others for data, research, special projects and other information pertaining to the Foster Kinship Care Education program.
16. Coordinates the efforts and serves as the liaison between the project and the community for the annual Butte College Giving Tree.
17. May serve on a variety of District committees as requested.
18. May perform other related duties as assigned.

**MINIMUM QUALIFICATIONS: EDUCATION/EXPERIENCE:**

- Bachelor's degree or the equivalent\* in a Social Services area or a related field; **and**
- Two years of increasingly responsible directly related experience; **and**
- Graduation from high school or G.E.D. or the equivalent is required.

\* Education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college.

**DESIRED QUALIFICATIONS:**

- Experience in budget preparation and management.
- Progressively responsible experience in projects management.
- Experience working with social services agencies and collaborating with educational partners.

**CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Must have a valid California state driver's license maintained throughout duration of employment with the District.
- Some travel is required.

**KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)**

**Knowledge of:** District policies, rules and procedures; Federal, state and local laws, regulations and court decisions applicable to programs and areas of responsibility, including grant-funding regulations; modern office practices and equipment, including computers and a variety of software programs; preparation and administration of budgets; foster care system, organization, functions and operations; outreach and support service needs for foster care children and parents; principles and theories of child development pertinent to the provision of foster care training services; training models, principles, theories, methods and techniques for successfully providing services to program participant population; principles, objectives and practices related to community college operations, programs and services; data collection and reporting; staff and program management;

**Ability to:** Independently perform a variety of administrative duties; maintain a high level of confidentiality; conduct effective pre-service and in-service training workshops, meeting all state-mandated requirements; work effectively with community, state and local agencies, including the Butte and Glenn County Departments of Social Services, Child Protective Services, the State Chancellor's Office and with other providers for Foster Kinship Care Education; compose correspondence and reports utilizing a computer and a variety of software programs; develop and maintain effective record keeping systems; analyze data, research problems and prepare clear, concise reports and recommendations; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work effectively with diverse populations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; make required mathematical calculations accurately; maintain records accurately and with a high level of confidentiality; remain calm and cooperative in confrontational situations; perform duties in a timely manner despite interruptions; and type accurately and efficiently.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May supervise regular classified staff. Provides work direction and training to program trainers, temporary classified and student employees.

**PHYSICAL EFFORT:**

Normal office environment.

**CONTACTS:**

All Butte College faculty, staff and students, other colleges, social services agencies, foster family agencies, Advisory Board members and the general public.

**WORKING CONDITIONS:**

Approximately 50% will be in the field working with County Social Services, foster families, foster youth and other agencies while the other 50% may be in a typical office setting at a desk or computer terminal.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.