

**College of the Siskiyous
Job Description**

Job Title: Program Grant Coordinator, Foster and Kinship Care Education
FLSA: Non-Exempt
Group: Classified **Salary Class:** X **Salary Schedule:** Classified

Job Summary

Provides and supervises training services for foster care parents, kinship providers, and youth with educational services provided by the College. Promotes parent education for families with abused and/or difficult children.

Essential Duties and Responsibilities-include the following

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Directs and supervises activities of the Foster Care Education Program.

Plans, prepares and manages the program budget; maintains audit trail; prepares purchase requests. Prepares quarterly progress/budget reports; prepares year-end reports.

Develops mandatory training for adult care providers and parent workshops; identifies appropriate topics and instructors for training sessions.

Conducts a needs assessment to determine client training needs; schedules events and facilities.

Collaborates with other agencies and organizations on parent training opportunities.

Identifies and recruits relative caregivers. Identifies any subcontractors required to implement the project.

Assists in special event preparation, including dinners, luncheons, and special programs.

Independently prepares correspondence; prepares certificates of completion for workshop participants; researches grant opportunities and prepares proposals.

Maintains and manages a Lending Library of related educational materials.

Prepares announcements of meetings and training workshops; maintains current mailing list of foster parents, advisory committee members, and concerned agencies.

Performs related duties as assigned.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and/or Experience: Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Bachelor's degree in sociology, social science, psychology, education or an equivalent combination of training and related occupational experience. Experience in-group facilitation/training, marketing.

Knowledge of: Principles and practices of foster and kinship care; Kinship and foster education legislation; Postsecondary programs and services; county human service, personal and career development resources; Budget management; PC and related software.

Ability to: Provide leadership in foster and kinship care; communicate effectively verbally and in writing; operate a PC and related software; Work effectively with others; Provide services to at-risk populations.

Physical Effort/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee occasionally uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Licenses and Certificates: When using a district vehicle a valid California driver's license and evidence of appropriate automobile insurance based upon DMV regulations may be requested.

Job Description Approved: 2/03