

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A
SALARY RANGE: 71

CLASS TITLE: CASEWORKER

BASIC FUNCTION:

Under the direction of an assigned manager, recruit and screen students for eligibility in applicable educational and job training programs; determine eligibility status related to funding and availability of educational and job training programs to assure students' occupational and educational needs are met.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Recruit and screen students referred by job training programs and/or agencies for training programs and applicable services; determine eligibility status related to funding and availability of educational and job training programs to assure students' occupational and educational needs are met.

Document and record participants' enrollment and progress through the course of the program; maintain accurate and complete files and records for each participant through the use of a case management system.

Conduct program orientation as appropriate for each participant.

Compile information and prepare summary reports for submission to the funding agencies as required. Prepare and process billing, invoices and other documentation as required by the various agencies.

Determine and make referrals to other resources as appropriate, based on students' needs.

Identify and document barriers to training and employment; act as a liaison with community, county, state and federal agencies; conduct workshops for outreach, recruitment and job preparation for special programs as appropriate.

Operate a computer, assigned software and other standard office equipment.

Communicate with personnel, departments and outside agencies to exchange information, coordinate activities and resolve issues and concerns related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

August 2006

Approved per CSEA 262

Caseworker - Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies and procedures related to assigned activities.
Applicable Federal and State labor laws and regulations including EEO, ADA and Affirmative Action.
Federal, State and local laws governing TANF and CalWORKs eligibility services, and/or local and regional agencies involved in providing job training programs and services.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Modern office practices, procedures and equipment.
Record-keeping and report preparation techniques.
Basic public relations techniques.
Economic and labor market trends.

ABILITY TO:

Recruit and screen students for eligibility in job training programs.
Determine eligibility status related to funding and availability of job training programs.
Learn Federal, State and local laws and regulations governing funded programs.
Communicate effectively both orally and in writing.
Work independently with little supervision.
Plan, organize and schedule work.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and other standard office equipment.
Make oral presentations.
Review situations accurately and determine an appropriate course of action according to established guidelines and procedures.
Work effectively with a diverse student population.
Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, firmness and confidentiality.
Make decisions using independent judgment.
Understand, interpret and apply policies, rules and regulations of office and/or programs.
Identify student needs and make appropriate referrals.
Maintain complex and various files and records; perform case management practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years directly related experience.

WORKING CONDITIONS:

August 2006

Approved per CSEA 262

Caseworker - Continued**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

August 2006

Approved per CSEA 262