

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Director, Foster & Kinship Care Education Program

BASIC FUNCTION: This is a grant-funded position under the supervision of the Executive Dean, Workforce and Resource Development is responsible for the development, implementation, and administration of the District's Foster and Kinship Care Education Program, plans and schedules in-service continuing education for foster parents and relative caregivers.

SUPERVISORY RESPONSIBILITIES: Not applicable.

REPRESENTATIVE DUTIES:

1. Works independently to develop, schedule, and implement workshops, seminars, conferences, and special events to provide mandated continuing education for foster parents and relative caregivers located throughout Riverside County.
2. Facilitates workshops covering required topics and/or identifies appropriate professional facilitators to provide the required training. Ensures that all facilitators have signed professional service agreements, and other required documentation on file with the District.
3. Develops and executes a comprehensive schedule of workshops, seminars, conferences, and special events covering topics pertinent to caregivers of children in the foster care system, including but not limited to self-esteem enhancement, behavior management, positive discipline techniques, attachment issues, effects of abuse and neglect, impact of chronic trauma, developmental issues, and special needs.
4. Collaborates with California Community Colleges Chancellor's Office, Riverside County Department of Public Social Services, Foster Parent Associations, and other community organizations to implement, expand, and evaluate the FKCE program.
5. Collaborates with the California Community Colleges Chancellor's Office, Riverside County Department of Public Social Service, Foster Parent Association, and other community based agencies to implement, expand, and evaluate the FKCE program.
6. Performs grant monitoring and reporting for all agencies involved, including grant reapplication. Documents program objectives and performance outcomes to insure grant compliance. Develops annual program plan, documents program objectives, outcomes and evaluation. Supports and monitors State required data collection and reporting.
7. Coordinates clerical support staff to meet program objectives.
8. Attends state and local Foster and Kinship Care Education advisory meetings and statewide conferences. Coordinates and documents program advisory meetings.
9. Through continued study and participation in professional organizations, maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.
10. Serves as a member of the Management Association.
11. Carries out duties as assigned by the College President, Associate Vice Chancellor, Vice Chancellor, Chancellor, or designee.
12. Serves as a member of the Management Leadership Association.
13. Maintains an understanding of current ideas, research and practices pertaining to the area of responsibility for this position, through continued study and participation in professional organizations.
14. Performs other related responsibilities as may be assigned.

EDUCATION: A bachelor's degree from an accredited institution with a major in Early Childhood Education/Child Development, Psychology, Marriage and Family Relations, or Sociology is required. A master's degree or the equivalent is preferred. Degrees must be from an accredited institution.

EXPERIENCE: Three or more years of directly related experience developing and implementing Foster and Kinship Care Education and/or Independent Living Programs and working with foster and relative caregivers and foster youth is required. Experience as a trainer/presenter, knowledge of the foster care system, and experience in the area of chronic trauma and trauma-informed practice is highly desirable. Experience in managing grant-funded programs is also desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: The foster care system, specifically the special psychological and emotional trauma as a result of abuse. Knowledge of the methods the Department of Public Social Service administers foster care services.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, foster parents, facilitators, speakers, social workers, other external agencies.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.