

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Foster Youth Services Specialist

BASIC FUNCTION: Under the supervision of the area dean/designee, assists in the development, coordination, and implementation of foster youth services to provide a broad range of services to support current and former foster youth. Responsibilities include, but are not limited to, providing academic support, advocacy and service coordination for eligible foster youth in Riverside County and those enrolled in Riverside Community College District; assists foster youth to improve academic performance and graduate from high school; and works as a member of a multi-agency team that may include foster parents, biological families, social workers, teachers, and others who work directly with foster youth.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Works collaboratively with the area dean/designee to develop strategies for keeping at-risk foster care students in college.
2. Consults with a variety of social services agencies and local school districts in the community to explain general program requirements or to address individual student progress or needs.
3. Coordinates activities to introduce students to available local social services and school districts as well as to campus resources.
4. Develops marketing materials and assists with recruitment strategies.
5. Keeps accurate case notes and documentation of students served by this program.
6. Provides statistical information and summarizes information in reports as needed.
7. Submits required paperwork according to specified timelines.
8. Provides academic support, advocacy and service coordination for eligible foster youth in Riverside County and the College.
9. Serves as an educational advocate and mentor to assist foster youth to improve academic performance and graduate from high school.
10. Works as a member of a multi-agency team that may include foster parents, biological families, social workers, teachers, and others.
11. Assists in identifying student's academic needs and arranges for provisions of necessary services, including tutoring, counseling, transition support, and career/vocational advising; conducts home visits for program introductions and follow up.
12. Initiates student contact and under the supervision of the dean/designee monitors student progress to ensure student success within the program.
13. Coordinates information sharing and data transfer between agencies serving foster youth.
14. Maintains strict confidentiality of student information and records; attends meetings and trainings.
15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

EDUCATION: An associate's degree or 60 semester units of college coursework is required. Coursework in education, special education, social services, counseling, juvenile justice, or a related field is required. A bachelor's degree is preferred. Degree(s) must be from a regionally accredited institution.

EXPERIENCE: Two years of work experience in an educational or support services program sponsored by education, government agencies or community based origination is required. Experience in the development, implementation and evaluation of successful programs for youth, specifically foster youth is also required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: California public education systems; juvenile justice systems; current legislation governing educational services for foster youth and confidentiality requirements; community resources for foster youth and families; community college matriculation process and services; Financial Aid/Chaffee grant requirements; high school graduation requirements; GED; agencies involved in serving foster youth, including child protective services and probation; unique educational needs of foster youth, issues and rights of foster youth.

ABILITY TO: Understand, interpret, and apply California public school and College policies, rules and regulations; use a computer; work with at risk and culturally diverse student populations; manage caseload and case files; communicate technical information effectively in both oral and written form; establish long-term mentoring relationships with students to improve their academic performance and personal outcomes; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; prioritize requests; organize, schedule and coordinate a variety of activities and projects; maintain accurate up-to-date records; maintain cultural awareness and sensitivity to diverse populations; work independently, as well as in a team environment; utilize interactive databases, including entering and retrieving data; effectively transmit knowledge and skills to others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Riverside County Office of Education, Riverside County Department of Public Social Services, local K-12 school district personnel, and college students, staff, faculty and administrators.

WORKING CONDITIONS: Normal office environment at the college and various locations off-campus, including homes of foster youth.

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.