

EOPS/CARE/CalWORKS COUNSELOR
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=230629>

Downloaded On: May. 9, 2024 7:36am

Posted Feb. 13, 2024, set to expire May 22, 2024

Job Title EOPS/CARE/CalWORKS COUNSELOR
Department Staff
Institution San Jose/Evergreen Community College District
San Jose, California

Date Posted Feb. 13, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Counseling Services

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Job Description

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EOPS/CARE/CalWORKS COUNSELOR

San Jose/Evergreen Community College District

Close/First Review Date:03/03/2024

Campus Location: San Jose City College

Position Description:
POSITION SUMMARY

EOPS/CARE/CalWORKS COUNSELOR San Jose/Evergreen Community College District

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This faculty position is a full-time 100% FTE Grant Funded/Categorical, Non-Tenure, (11 Months, July - May) as Counselor of EOPS, CARE & CalWORKS in the Division of Counseling, Guidance, and Matriculation located at San Jose City College.

Assignment may include day and evening responsibilities. Some workdays may be assigned outside the eleven-month academic calendar.

This position is represented by the San Jose/Evergreen Federation of Teachers, AFT 6157.

The faculty incumbent will provide counseling support for students who are part of one or more of the following programs:

DUTIES AND RESPONSIBILITIES

Extended Opportunity Program & Services (EOP&S) is funded by the State of California and assists low-income members of our community to achieve their educational goals.

Cooperative Agencies Resources for Education (CARE) serves EOPS students who are single head of household parents currently receiving cash aid from CalWORKs/TANF for themselves or their children.

California Work Opportunity and Responsibility to Kids (CalWORKs) is a state-funded program (cash aid) that provides support for low-income students with dependent children who are receiving county assistance.

1. Provide academic, vocational, career and personal guidance and counseling for prospective, new and continuing students in EOPS/CARE/CalWORKs students. Work with student program caseload to develop abbreviated and comprehensive educational plans to meet EOPS/CARE/CalWORKs program requirements. Assist students in making decisions relative to career choice and educational planning, including appropriate testing and vocational counseling in accordance with district, county, state and federal policies and regulations.
2. Work with EOPS/CARE/CalWORKs Director/Coordinator to provide specialized program services, such as program intake and orientation, program advisement, follow up services, delivery of workshops and professional growth activities. Identify, address and resolve issues with textbook loans, childcare, and transportation, as appropriate to ensure students' academic success.
3. Assist students with early (priority registration) enrollment each term
4. Refer students to appropriate community agencies or services in response to educational, career,

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and/or personal concerns, applying knowledge base as a tool for educating students and advocating on their behalf with county and community-based service providers.

5. Prepare forms or documentation as requested by the partner referring agencies and submit in a timely manner, including providing monthly/quarterly caseload status reports. Caseload documentation may include monthly and quarterly student progress reports, following up weekly with students on progress with academic and community services/activities, monitoring and verifying participants' ongoing eligibility for services.
6. Maintain knowledge of current laws and regulations, which include county, state and federal in order to ensure CalWORKs/TANF/GAIN program compliance.
7. Assist with the development of CalWORKs related publications and presentation of workshops for special student audiences. Identify potential students to be published on the CalWORKs student voices and any other award recognition
8. Participate, as appropriate, in program outreach to social services agencies and the community for recruitment and collaboration to maintain supportive services for program students.
9. Develop effective working relationships with faculty members in instructional areas and work closely with SAS (DSPS), Financial Aid, ALMASS, Guardian Scholars, and Veterans to collaborate on delivery of services with mutual student populations.
10. Teach courses in assigned discipline by communicating subject matter clearly and effectively.
11. Adapt methodologies for students with special needs and different learning styles.
12. Demonstrate commitment to professional development, including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.
13. Demonstrate sensitivity in working with students and staff of diverse racial, ethnic, academic and socio economic backgrounds, sexual orientation, and disabilities by showing respect for differences and the dignity of others.
14. Participate in faculty responsibilities such as: course and curriculum development and review, student learning outcomes and assessment, program review, committees, research and special

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projects as needed in the discipline/department or district.

15. Attend and participate in department, division and college meetings and keep posted office hours.

16. Meet record keeping obligations on time, e.g. grades, census, reports, rosters, textbook orders, and requisitions.

17. Maintain and provide current course syllabi as required by California Education Code and Board policy.

18. Foster a professional work and learning environment.

19. Perform other duties as required by the Collective Bargaining Agreement.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Masters degree in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Educational Counseling, Social Work or Career Development

OR

The equivalent

AND

2. EOPS Counselors hired after October 24, 1987, shall:

Have completed a minimum of nine (9) semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.

OR

Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages.

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AND

In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.

Desired Qualifications:

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1. Evidence of an ability to contribute to campus and district-wide professional responsibilities and activities.
2. Experience working with CARE and CalWORKs/TANF/GAIN students.
3. Counseling experience within a California community college.
4. Bilingual abilities English and Spanish, or Vietnamese is desirable.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$98,200 to \$134,801 Entry Level Annual Salary (11 Month, Academic Salary Schedule 20234-2024); Maximum Salary Potential \$174,901. Note: Actual Salary placement is based on candidate's verified education and experience.

Benefits:

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Faculty also receive paid sick leave.

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To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

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