COUNSELOR, CalWORKs
One-Semester, Temporary
Application Deadline: Thursday, December 17, 2015  4:00 PM

POSITION DESCRIPTION
This is a full-time, one semester (through June 30, 2016) temporary counseling position. Reporting to the Director of Employment Development, this position will cover a full range of general counseling responsibilities including academic, career and personal counseling with individuals and groups in addition to teaching counseling workshops and courses.

SCOPE OF ASSIGNMENT
The assignment includes (but is not limited to) the following:

- Provide a safe and positive environment conducive to effective learning;
- Perform other counseling-related duties as necessary for the benefit of the students, the college, the community and the profession;
- Work closely with county Department of Social Services staff on student eligibility, status, and progress;
- Prepare and conduct training for county Department of Social Services staff;
- Maintain student files and case management documentation;
- Provide comprehensive counseling services for students including academic, career and personal counseling on an appointment and drop-in basis;
- Provide group counseling sessions, orientations, and workshops;
- Assist students in clarifying their educational goals, selection of courses, and developing student educational plans (SEPs);
- Develop and maintain counseling notes in the college’s electronic record-keeping software, in a timely and effective manner;
- Participate in ongoing professional development and training to stay current with college and California Community College student success strategies in counseling;
- Train part time and new counselors on procedures, documentation, and processes;
- Collaborate with instructional and counseling faculty and staff from other departments and programs, including Financial Aid, Admissions and Records, EOPS/CARE, DSPS, Puente, IDILE, SYMBA, USEAA, Veterans Resource Center, International Students Office, TRiO Student Support Services, and other special programs;
- Participate in the implementation of transfer and matriculation activities;
- Interpret and utilize articulation agreements and transfer requirements for community college students;
- Participate in outreach activities in the community and on campus;
- Utilize and interpret a variety of career assessment tools;
- Teach courses that focus on career and personal development;
- Utilize and keep abreast of advanced counseling methods and student development theories that include integrating technology to support student learning and identification of career objectives;
- Develop and assess course program level Student Learning Outcomes;
- Participate in program review and curriculum development;
- Serve on college committees, attend division and department meeting activities;
- Participate in unit goals and outcome data collection;
- Provide services during days, evenings and weekends;
- Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.
- Apply student and career development philosophy and theory to provide comprehensive counseling services to CalWORKs community college students from diverse backgrounds regarding degree, certificate, transfer and vocational education program planning, career planning, career decisions, goal clarification and personal life management.
- Counsel CalWORKs students regarding transfer, career development, goal clarification, employment preparation and readiness with the knowledge of trends in career counseling.
• Manage electronic student education plans, course placements, access to student information systems and internet for academic and career planning.
• Maintain current knowledge in the field of post-secondary counseling and participation in a statewide organization as appropriate.
• Plan, coordinate and present student workshops and orientations to current and prospective CalWORKs students.
• Maintain knowledge of current laws and regulations, which include county, state and federal in order to ensure CalWORKs program compliance. Apply knowledge base as a tool for educating students and advocating on their behalf with the county and community based service providers.
• Coordinate support services with on and off campus providers.
• Utilize a case management model of serving students, which includes an intake using a psychosocial assessment designed to identify potential barriers to students’ retention and success.
• Serve as a resource to CalWORKs students by providing an orientation, assistance with the completion of county documents and campus forms, create a comprehensive educational plan and assist in the access of support services, such as child care, books, supplies and transportation.
• Monitor, assess and support students’ academic progress and offer intervention strategies when needed.
• Maintain a student caseload and work closely with the School of Continuing Education, DSS, EOPS, CARE, and Veterans to coordinate student services with shared populations.
• Collaborate with the Financial Aid office staff in the placement of CalWORKs work-study eligible students in on-campus work study positions.
• Coordinate CalWORKs program and services as appropriate; complete program plan and monitor budget; attend staff meetings as required.
• Maintain frequent contact with representatives and service providers from the community and government agencies.
• Participate in curriculum development and serve on department, division, college and district committees as necessary to maintain and improve the CalWORKs program; participate in appropriate professional development activities.
• Participate in the formulation of Student Learning Outcomes (SLOs) and the Student Learning Outcomes assessment cycle.
• Maintain formal office and campus hours; participate in department and division meetings.
• Maintain current knowledge of methods and new technologies pertinent to areas of assignment; learn and apply emerging technologies and advances (e.g., computer software applications, degree audit system) as necessary to perform duties in an efficient, organized and timely manner.
• Perform related duties as assigned, including timely compliance with clerical and administrative responsibilities; comply with district, college, and division policies in the performance of duties.
• Work cooperatively with staff and students.
• Evening and/or Saturday assignments may be required as part of the regular contract.

MINIMUM QUALIFICATIONS
• Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling; OR
• Possession of a valid life California Community College Credential authorizing service as a Counselor; OR
• The equivalent. AND
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

DESERABLE QUALIFICATIONS
Preference will be given to those candidates who establish the highest level of professional competency as evidenced by:
• Experience working with the CalWORKs population in a community college setting;
• One (1) year of full-time or two (2) years of part-time successful community college counseling or related experience;
• Ongoing career counseling experience that is reflective of current labor trends and diverse career interests;
• Ability to work effectively with other college departments/divisions (i.e., Financial Aid, Instructional Services, Information Services, Economic Development, Marketing, etc.);
• Experience utilizing computerized counseling databases;
• Knowledge of community resources and/or District community participation;
• Experience in developing in-depth educational plans for student success
• Experience in designing and preparing Student Educational Plans (SEPs) for community college students;
• Experience teaching courses in career and personal development;
• Experience in developing and presenting counseling related workshops and orientation sessions;
• Experience providing counseling and follow-up services to students on probation or academic dismissal status;
• Knowledge of California Community Colleges matriculation processes;
- Knowledge of student development theories pertaining to community college students;
- Ability to connect students with on/off campus resources to assist them in their college life management;
- Ability to use a broad range of technology pertaining to data collection and analysis for student success; and
- Ability to work closely with faculty in academic divisions and engage in collegial dialogue on issues of student success.
- Experience using a case management model of serving students including confidential record keeping procedures.
- Experience with current county, state and federal laws and regulations pertaining to CalWORKs programs and its student recipients to ensure compliance.
- Experience coordinating a program or service for special populations.
- Experience using electronic student education plans, course placements, and student information systems and internet for academic and career planning.
- Experience working with categorical budgets and/or grants.
- Experience collaborating with multiple service providers within the campus and the community.
- Experience working with non-traditional college students that face multiple outside barriers, such as poverty, parenthood, academic disadvantage, physical and/or emotional abuse, drug abuse and/or anxiety and depression.
- Effective oral and written communication skills.

**CONDITIONS OF EMPLOYMENT**

Based upon the minimum and/or desirable qualifications stated in this position announcement, the initial salary placement range is $33,735 to $52,659 (based on 106 service days). Placement is based on the regular full-time faculty salary schedule and is dependent upon verification of relevant experience and coursework from a regional or national accredited institution of higher learning.

**EXCEPTIONAL BENEFIT PACKAGE**

Health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the State Teachers’ Retirement System (STRS)

**THE APPLICATION PROCESS**

Application and information may be obtained from Chaffey College, Human Resources at [www.chaffey.edu](http://www.chaffey.edu) or (909) 652-6528. Please refer to the Application Submittal section on our Employment Opportunities page for the various methods in which to submit your application materials: [http://www.chaffey.edu/humres/Employment%20Opportunities.shtml](http://www.chaffey.edu/humres/Employment%20Opportunities.shtml).

Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include:

- **District Application**
  (Completion of all sections is required. Do not mark “See Resume”)
- **Letter of Application**
  (State briefly how you meet the qualifications)
- **Resume**
- **Professional Reference List**
  (Include names, current addresses, phone numbers, and email addresses)
- **Copy of Transcripts**
  (Transcripts must indicate degree earned/conferred - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts). Official sealed transcripts will be required upon hire.)

Foreign transcripts must be transcribed and evaluated in English by a bonafide evaluation service. Educational requirements must be met on or before the closing date.

The College does not return materials submitted in application for a position. Please do not include any additional documents not required in the Application Process section.

Completed application and related materials must be received by Human Resources no later than 4:00 p.m. on the application deadline date as indicated at the top of the announcement. Failure to submit all required application materials may result in the applicant not being considered for the position. A postmark is not acceptable for this purpose.

Submission of application and related materials is the applicant’s responsibility. The District reserves the right to readvertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

Applicants should promptly notify the Department of Human Resources of any change of address and/or phone number. All application materials are subject to investigation and verification. False statements will be cause for disqualification or discharge from employment.
The Selection Process
A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held on the Chaffey College campus and are conducted by an Interview Committee. Additional interviews may be required. Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for accommodation due to a disability, please indicate this request on your application or contact the Department of Human Resources.

Travel costs related to an interview will be borne by the applicant.

All application materials must be submitted to:

CHAFFEY COMMUNITY COLLEGE DISTRICT
Human Resources
5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002
(909) 652-6528

About the College

The College
Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. Its campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

District
The college district serves a population of 650,000 in the west end of the vibrant Inland Empire of San Bernardino County, where the communities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda) and Upland are located. Four high school districts are contained in these communities.

Curricula
Chaffey College has lower division courses for students who plan to transfer to a four-year college or university, occupational courses for students who wish to gain competence in employable skills, or who wish to improve their skills, and general education courses for all students to provide them with an awareness of the ideas and ideals of our cultural heritage.

Transfer programs meet the lower division requirements of four-year colleges and universities.

Occupational programs are kept current and the latest information on occupational requirements is made available to students through interaction with community leaders and advisory committees.

In addition, Success Centers provide the community with resource centers for the development of foundational skills. At these Centers, students can improve their foundational skills, and secure tutoring and special supplementary materials.

Public Safety
The District’s Department of Public Safety maintains crime statistics that occur on our campus facilities, on property owned or controlled by the district, and on public property within or immediately adjacent to and accessible from the campuses. This information is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus and Crime Statistics Act. You can obtain a copy of this report by contacting the Chaffey College Police Department at 909-652-6532 or by accessing the following website: http://www.chaffey.edu/public_safety/police_clery.shtml.

Chaffey Community College District is committed to equal employment opportunity.