

## YESS ILP COORDINATOR

Responsible for the planning, coordination, and evaluation of the Youth Empowerment Strategies for Success (YESS) Independent Living Program (ILP) Program.

Receives direction from the Foster and Kinship Care Education/YESS ILP Manager.

**Salary Range:\$26.99 - \$32.80/per hour**

### **RESPONSIBILITIES**

1. Design, implement, and evaluate the orientation, training and scheduling of YESS ILP trainers; and recommend the hiring of YESS ILP trainers.
2. Coordinate the planning, implementation, and evaluation of YESS ILP classes; and participate in YESS ILP curriculum development at the college and state level.
3. Participate in the close collaboration with San Joaquin County's Child Protective Services Office via meetings, email and regular phone conversations; as well as the collaboration between YESS ILP trainers, county, state, local foster youth, and community service providers via trainer, advisory, and oversight committee meetings.
4. Promote and enhance the collaboration with foster youth related local agencies regarding planning and training to ensure dissemination of accurate and current youth services information.

5. Coordinate the enrollment and placement of eligible youth in college YESS ILP training; guide and refer one-on-one YESS ILP youth and their care providers to appropriate person or agencies within the college and community.
6. Respond to request for YESS ILP information accurately and in a timely manner; ensure the timely availability of YESS ILP statistical and class data for entry in the state data automation system.
7. Represent San Joaquin Delta College and the YESS ILP Program at community events.
8. Perform other duties as requested by the FKCE/YESS ILP Manager.

### **MINIMUM QUALIFICATIONS**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education and Experience:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Family and Consumer Studies, Child Development, Sociology, Psychology, Education or a related field.

Teaching, program, and curriculum development experience.

Experience providing services to at-risk youth.

Experience with Child Protective Services.

Excellent computer skills including knowledge of Word, Excel, FilemakerPro, InDesign, and high comfort level with internet access.

### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

#### **Knowledge of:**

Principles and procedures of teacher assessment.

Curriculum development.

Issues facing foster, group home and relative care youth in the child welfare system.

A variety of college and community information, services, policies and procedures.

#### **Ability to:**

Assess the quality and effectiveness of curriculum and trainers.

Recognize student needs and make appropriate referrals.

Provide information to students on the availability of programs and services.

Respond to requests and inquiries from social workers, group home staff, relative care providers, foster parents, foster youth, and the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Sensitivity to and understanding of, the diverse socio economic, cultural, linguistic, ethnic backgrounds and disabilities of foster, group home and relative care youth.

## APPLICATION PROCEDURE

Submit a San Joaquin Delta College application for employment form, including diversity statement for this position no later than 5:00 pm on the closing date. Although not required, you may include a letter of introduction and resume. Application forms and/or other required materials cannot be accepted after the closing date. Application materials must be submitted by mail or in person to:

**San Joaquin Delta College  
Office of Human Resources**

Administration Building, Room 202  
5151 Pacific Avenue  
Stockton, CA 95207  
(209)954-5056

Website address: [www.deltacollege.edu/dept/hr](http://www.deltacollege.edu/dept/hr)

**Application deadline:**

**5:00 PM, Friday, November 13, 2009**

**(or until a significant number of applications are received)**

The district encourages applications for employment from women, minorities and persons in other protected classes.

Individuals with disabilities may request any needed accommodation to participate in the application process. Please submit request with your application to the Office of Human Resources.

## SELECTION PROCESS

A screening committee will review and evaluate applications to select a limited number of candidates for interview. Meeting the minimum qualifications for a position does not assure the candidate an interview.

A written exam may be given as part of the screening process.

Upon hire, the successful candidate will be required to provide proof of eligibility to work in the U.S.

The successful candidate will be required to undergo a background check. There is no cost to the candidate.

The college reserves the right to readvertise the position or to delay filling a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

### **Note to Applicant:**

Applications filed for the current recruitments may be used to fill future vacancies within the same classification over a six month period.

## THE COLLEGE

San Joaquin Delta College is a modern comprehensive community college serving approximately 20,000 day and evening students of diverse backgrounds. The total full-time college staff numbers approximately 600.

**San Joaquin Delta College is an Equal Opportunity Employer.**

## YESS

(Youth Empowerment Strategies for Success)

## ILP

(Independent Living Program)

## COORDINATOR

Family and Consumer Sciences

**Salary Range: \$26.99 - \$32.80/hour**

(8 hours per week)

**Application Deadline:**

**Friday, November 13, 2009; 5:00 pm**

(or until a sufficient number of applications are received)

(Categorical funding)



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