



**COMMUNITY COLLEGE  
OF RHODE ISLAND**

**Office of Human Resources**

**POSITION DESCRIPTION**

LIMITED POSITION*	Coordinator (Bilingual)
LOCATION	REACH
REPORTS TO:	Director
GRADE:	CCRIPSA 10
WORK SCHEDULE:	Non standard, 35 hours per week
SUPERVISES:	Clerical support, and other program staff as assigned

**BASIC FUNCTION:**

To work with Rhode Island Works (RIW) recipients in the REACH program in acquiring educational, vocational and personal skills required to be self-supporting and gainfully employed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Administer and interpret test instruments.

Assess participant needs, interests, aptitudes and education levels.

Assist clients in establishing educational goals and objectives.

Provide on-going counseling and case management services to students during their academic/ Post- Secondary activity.

Help to arrange support services such as child care, transportation, etc.

Utilize DHS "Employment Activity Referral and Response System" (EARR) computer network system in order to case manage Rhode Island Works (RIW) participants.

Responsible for submission of monthly reports on caseload activity; relational database system.

Participate in staff development activities offered through CCRI.

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

Monitor DHS program compliance policies such as attendance, grades, course load, work requirements, etc.

Act as liaison between DHS Social Case Workers, clients/students, and CCRI Administrative departments.

Be instrumental in assisting interested FIP recipients with CCRI enrollment process.

Conduct orientation sessions.

Other related duties as required.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Maintain appropriate records on participating students; assist with documenting hours of attendance.

Provide Spanish testing and counseling.

Participate in planning academic and vocational exercises for the students.

Participate in the training of newly hired staff when required.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

Bachelor's Degree required in an area substantially related such as Human Services, Social Work, Counseling, Psychology, etc. A minimum of 2 years' experience working with disadvantaged adults is essential, preferably welfare recipients, in career, employment, and/or personal counseling. Experience in case management is advantageous. Bilingual (Spanish) required. Basic computer literacy (word, access, etc.) and keyboarding experience a must. Knowledge of Rhode Island Works Program and Federal Welfare legislation is advantageous.

**\*This position is grant funded by the Rhode Island Department of Human Services and is limited to XX/XX/XXXX**

***CCRI is an Equal Opportunity / Diversity Employer.***

*Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.*

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor*