

Rio Hondo Community College District

Foster Care and Independent Living Program Supervisor

Under direction, to plan, organize, direct and supervise the activities of the Foster Care and Independent Living Programs; to promote the programs on and off campus; and to do other work as required.

Specific duties include but are not limited to:

- Plans, implements and evaluates foster care and independent living training and education. E
- Promotes the Foster Care Program on campus and in the community. E
- Prepares and maintains course outlines; selects and maintains curricula needed for programs. E
- Develops an Advisory Committee; schedules and conducts advisory committee meetings to support and plan programs. E
- Develops the preliminary budget for the area and manages the adopted budget. E
- Represents the College program at regional and statewide project director and coordinator meetings and attends all required and needed training for programs. E
- Maintains, prepares and submits required program and fiscal reports. E
- Prepares and/or arranges for printing and distribution of brochures and flyers. E
- Recommends for employment and supervises, trains and evaluates trainers and program staff. E
- Participates in College activities and committees, being a liaison between program and College staff. E
- Communicates and works with the Chancellor's Office and the College Foundation. E
- Promotes affirmative action, student and gender equity as part of a College-wide recognition of diversity. E
- Develops, implements and updates a personal professional development plan. E

Minimum Qualifications:

- A. One of the following:
 1. Bachelor's degree in Human Services or Sociology plus two years experience with foster care kinship care, or closely related programs, OR
 2. five years experience with foster care, kinship care, or closely related programs.
- B. Experience must include two years dealing with regulatory agencies with at least one year in supervision and one year teaching.

- C. Ability to relate well with peers, co-workers and nontraditional students, to communicate effectively both verbally and in writing, to adapt to varied situations, to plan and organize work, and to function independently; and knowledge of teaching adult learners in not-for-credit programs, child development concepts, types of foster care systems, and educational needs of foster care providers.

- D. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

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The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/ functions of the position. We have indicated those duties with an E on the job description.

3/04