Coordinator, TANF Grant

FLSA Status: Exempt
Pay Grade: 13
Job Title ID: 20510
Job Series/Job Family: Workforce Education & Business Development Series / Adult Education Family

Reports To

Executive Director, Adult Education

Job Purpose

To coordinate student recruitment, assessment, instruction, retention and reporting of Temporary Assistance to Needy Families (TANF) grant programs as part of community partnership with other agencies involved in serving TANF-eligible students.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates and conducts student recruitment, intake, retention, and transfer for TANF programs, including attending recruitment events and other agency orientations.
2. Maintains up to date community assistance information and works with students and staff to make referrals to appropriate social services.
3. May assist in writing annual TANF grant application.
4. Establishes and maintains student referral systems with HHSC, the Workforce Board, and other partner organizations.
5. Evaluates and maintains records, such as student referrals, TANF-eligible status, test scores and statistics, class contact hours, and student attendance.
6. Is responsible for the collection and verification of student eligibility documentation for TANF grant programs within Adult Education and monitors compliance issues.
7. Meets with key partnership personnel, provides reports and attendance data, assists with logistical changes, and improvements to program.
8. Provides assistance to students, instructors, recruiter/advisors, supervisors, and partner agency staff with issues arising in the classroom and provides solutions with measurable outcomes.
9. Integrates job readiness skills and employability plan development into academic instruction and conducts individual and group sessions with students to explore career options, teach job readiness skills, and assist students to become self-sufficient.
10. Trains and orients staff and instructors on issues regarding TANF programs and issues.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Adult education principles, practices, and theories.
- Classroom management techniques
- Learning assessment techniques and practices.
- Effective recruitment and retention methodologies.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Working and interacting in a collaborative manner with diverse groups of people.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 40 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years work experience, including one year in Adult Education, and including work experience in educational program coordination, and/or in Workforce Development, or work experience that would result in the required level of knowledge and skills for performing the duties of this position.

Education

Required

- Bachelor's degree.

Licenses/Certifications

Required

- Valid Texas driver's license.

Other

Preferred

- Experience with TANF programs or clients. Experience working at ACC or other community college.

Safety

Required

- Provide resources for safe operation of units. Provide financial and human resources to help eliminate identified safety hazards. Create and support a workplace safety culture by leadership and example.