

San José State University Research Foundation

Position: Assistant Project Coordinator, Title IV-E Child Welfare Program

DEPARTMENT: School of Social Work

IMMEDIATE SUPERVISOR: Project Coordinator

POSTING DATE: May 10, 2022

CLOSING DATE: Until Filled

SALARY: \$40.00-\$43.00 per hour DOQ/E

EXEMPT STATUS: Hourly, Part-Time (50% FTE), Benefited.
Position may be extended to full-time status contingent on receipt of grant(s) and funding.

GENERAL NATURE OF POSITION

The Title IV-E program is looking for a qualified, enthusiastic, and dedicated social worker to serve as an assistant to the Title IV-E program coordinator. This is an opportunity to join a dynamic and successful academic program that began at SJSU in 1990. The IV-E program offers MSW students who are pursuing a career in child welfare or juvenile probation, a stipend and specialized training. This assistant coordinator position, is a half time (20 hours/0.5 FTE) per week. If a candidate is interested in additional hours of employment, this option can be discussed.

Under the general direction of the Title IV-E project coordinator and director of the school of social work, the assistant project coordinator supports the development of new and/or enhanced child welfare program curriculum and field activities to MSW graduate students in the CalSWEC Title IV-E Child Welfare Stipend and Training Program (full time, part time & online/hybrid). The assistant project coordinator will: (1) assist with the recruitment, training, and support of IV-E students, (2) lead the development and the integration of the IV-E Juvenile Probation specialization and interface with probation based community agencies in the Bay Area, and (3) assist the project coordinator as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

MSW IV-E Child Welfare Program Student Outreach and Recruitment

- Assist with developing an outreach program to recruit students from underserved communities, particularly from rural communities, Native American/Alaska Native heritage, and indigenous populations.
- Assist with conducting the annual program informational meetings in Bay Area counties to recruit students/county employees.
- Assist with the development and integration of the Juvenile Probation practice, including outreach to Juvenile Probation departments to establish university-agency partnerships.

- Assist with developing quality field internships in the Bay Area for students in the Juvenile Probation track.
- Engage in recruitment, training and support of new field instructors in both qualified CBOs and County Probation departments.

Specialized Child Welfare Training and Development through Simulation

- Assist the project coordinator and course instructor in the coordination and execution of the simulation course.
 - Assist in developing the simulation lab training (University of Utah Virtual Reality model) for the Online/Hybrid MSW program students.
 - Participate in the CalSWEC regional meetings and Bay Area IV-E Field Collaborative meetings (BAC).
 - Assist the IV-E project coordinator with stipend awards interviews and selection of students for the CalSWEC IV-E program.
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INTERPERSONAL CONTACTS

- 1) Report to Title IV-E project coordinator regarding Title IV-E Program policies, procedures, activities and Title IV-E student matters.
 - 2) Collaborate with the Title IV-E project coordinator, field education director, faculty field liaisons, MSW program director, school coordinator, and school director as needed regarding the overall integration of the Title IV-E Program competences and accreditation.
 - 3) Interact with Title IV-E project staff, School of Social Work faculty, school administrative staff, SJSU Research Foundation staff, community groups, and students.
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SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Education and Experience

- Minimum qualifications include Master's degree in Social Work from a CSWE-accredited MSW program, and at least 2-5 years of recent experience working with children and families (child welfare experience preferred).
- Experience with training and supervising students in the field practicum, preferably in a county child welfare agency.
- Experience with diverse populations and cross-cultural practice.
- Experience in program development and recruitment activities, and workshop presentations.
- Experience working with underserved communities, particularly Native American/Alaska Natives.
- Knowledge of, or experience with juvenile probation.
- Good interpersonal and collaboration skills.

Knowledge, Skills, Abilities Required

- Knowledge of current public child welfare and juvenile probation policies and practices in California.
- Ability to work with ethnically diverse students, faculty and agency staff to implementing training and education.
- Strong communication skills (written and verbal) as well as interpersonal and collaborative abilities.

Complexity of Duties

- Requires the ability to function independently on a professional level.
- Ability to exercise independent judgment in evaluating student performance.
- Requires excellent problem-solving skills in developing remedial plans for students when necessary and in resolving disputes between student and agencies.
- Ability to work without appreciable direction on assigned projects.
- Adheres to the standards and NASW Code of Ethics for the social work profession.

Physical Requirements

- Must be able to operate a computer, including mouse, keyboard, and other peripheral equipment.
- Must be able to operate basic office equipment such as telephone, fax machine, and copier.
- Must have transportation available and be able to travel extensively (daytime only) between social service agencies located in several different counties.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

BENEFITS

The San José State University Research Foundation (SJSURF) provides excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Nine company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) 14 paid federal & state holidays.
- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.
- h) Paid training and professional development conferences.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Additionally all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to foundation-jobs@sjsu.edu. Please add **ASST PC IVE** to the subject line of the email.**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SJSURF is an equal opportunity employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.