



10/13/09

POSITION ANNOUNCEMENT

JOB 600

TITLE: WECARE Service Delivery Coordinator
DEPARTMENT: Office of University Research, Initiatives and Partnerships
HOURS: Full Time
SALARY RANGE: \$40,000 Year Plus Benefits

POSITION SUMMARY:

The WECARE Service Delivery Coordinator is a full-time position based on the California State University, Fullerton Campus, within the Office of University Research, Initiatives and Partnerships. The primary responsibility of the this position is two-fold: 1) Manage the day-to-day operations of the WECARE Transit Program including recruitment, screening and management of AmeriCorps members and volunteers, transit host site management, service delivery training and implementation of outcome measurement processes. 2) Management of Primary program members and host sites, service delivery and collection of outcome measure data.

RESPONSIBILITIES: Responsibilities include providing service-specific support to Members; coordinate service delivery at Host sites and in the community; oversee the implementation and reporting of the program evaluation; ensure that AmeriCorps standards and guidelines are met and that the program is meeting grant requirements of both California Volunteers and the OCTA contracts. This position works in conjunction with community leaders and volunteers, key campus personnel and OCTA/New Freedom staff and conducts other duties as assigned. Specific Responsibilities include:

- Project and contract management and reporting.
- Recruitment, screening, training and management of members to effectively deliver services to the community.
- Implementation of outcome measures and collection of data according to designated timelines and procedures.
- Overseeing appropriate service delivery and service tracking of all members and volunteers to ensure program, member and volunteer effectiveness.
- Working with committees of community leaders and volunteers to effectively and efficiently operate service delivery activities that improve the WECARE program.
- Coordinate Member and volunteer team meetings and trainings so that Members and volunteers are appropriately prepared to serve in their designated capacities.
- Develop and disseminate resources to support AmeriCorps members, volunteers and host sites.
- Liaison between members and volunteers and host/service sites to maintain consistent communication and insure program effectiveness.
- Develop host and service sites and provide them with training and ongoing support.
- Develop and implement policies, procedures, systems, infrastructure to manage project.
- Manage service delivery at host and service sites to maximize positive impact on the communities being served.

MINIMUM QUALIFICATIONS:

Experience with project management especially start-up project implementation and management, contract management and reporting, conducting outcome evaluations, working with committees, event coordination, recruitment, training and retention of volunteers, ability to interface with community leaders as well as lay leaders; ability to lead committees and task forces and excellent communication skills, verbal, computer and written skills. Ability to multi-task and work independently as well as collaboratively.

EDUCATION:

Bachelor's Degree in Social Services or related field plus at least (4) four years experience working with older adult populations in community organization and in program management.

BENEFITS:

Health, health care flex plan, dental, vision, life, retirement (eligible upon completion of (2) two years of employment with CSUF Foundation or (2) two years prior service with higher education institution), vacation, and sick leave. All benefits will be administrated according to Policies, Summary Plan Descriptions or Procedures.

APPLICATION

PROCEDURE:

Submit resume and/or application to:

CSU Fullerton Auxiliary Services Corporation (ASC)
Human Resources Department
2600 E. Nutwood Ave., Suite 275
Fullerton, CA 92831

Email: grusso@fullerton.edu

Fax: 657-278-1187

APPLICATION

DEADLINE:

OPEN UNTIL FILLED

START DATE:

As soon as filled

The Auxiliary Services Corporation reserves the right to discontinue or modify any benefit offered by ASC.

CSU FULLERTON AUXILIARY SERVICES CORPORATION IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER