

POSITION OPENING

CHICO STATE | ENTERPRISES

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Support Service Specialist/Planner Assistant

Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 785

COMPENSATION: \$22.00 - \$24.00 per hour

LOCATION: Passages; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Passages Director and Deputy Director provides administrative support, direct project and client support, leadership of staff.

- Acts as the lead for Information & Assistance staff, providing ongoing training and maintaining standards of performance in information referral, assistance, resource compilation and organization, data collection, coordination with community agencies, and outreach activities
- Coordinates new and innovative supportive service projects as assigned
- Represents Passages on community boards and committees as assigned
- Works with administrative team in the creation of the Four-Year Area Plan and subsequent updates:
 - Administering survey's
 - Tabulating data
 - Interpreting and analyzing statistics
 - Making recommendation on program development and funding
- Assists in the Request for Proposal process
- Assist in the monitoring of subcontractors including review and technical assistance, ongoing data collection, and on-site monitoring

EMPLOYMENT STANDARDS:

- Bachelor's degree in Social Work, Public Administration, Community Services, or related field.
- 3-4 years of professional experience working with social service or community-based programs; work with older adults, persons with disabilities and family caregivers desirable.
- Must possess strong administrative skills, ability to work as member of team, relate to older adults, adults with disabilities, and caregivers, demonstrating sensitivity, active listening, and a respect for self-determination.
- Ability to analyze problems, to present options, and to advocate for clients.
- Ability to create and administer client surveys; analyze and interpret statistical data; develop program standards/manuals.
- Possession of computer skills including familiarity with spread sheet, database, word processing software.
- Knowledge of community services and government benefits.
- Possession of good written and verbal communication skills.
- Bilingual skills desirable, but not essential.
- Candidate must be in possession of valid driver's license and automobile liability insurance.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance (\$50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Cover letter
- Resume
- Three professional references

APPLICATION DEADLINE: Application deadline is August 9, 2021.

Applications can be submitted:

DISCLOSURE OF CAMPUS CRIME STATISTICS

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:

<http://www.csuchico.edu/up>.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.

BY EMAIL:

csejobs@csuchico.edu

BY DROPBOX:

<https://csuchico.app.box.com/f/5941d3e2866f4d1aa3e994acd5832d01>

For questions, please contact Chico State Enterprises Human Resources office:

BY PHONE: (530) 898-6811 or **VISIT OUR WEBSITE:** <http://www.csuchico.edu/cse/>

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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