

# The Community College Foundation

## Job Description

**Job Title:** Transitional Development Specialist  
**Department:** Individualized Transition Skills Program (ITSP)  
**Reports To:** Area Manager  
**FLSA Status:** Full-time

### Summary

The Transitional Development Specialist (TDS) will be part of the Individualized Transition Skills Program (ITSP) team and interact within a diversified staff. As part of the ITSP team, this individual must show flexibility and willingness to promote the development of its programs and people, show a willingness to participate in creating an interdisciplinary environment and support a teamwork environment.

### Reporting Relationships

The Transitional Development Specialist (TDS) works under the direct supervision of their Area Manager and reports to their Area Manager.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Contact youth via phone, letter or email to schedule and conduct home visits
- Provide outreach and individualized case management services
- Assess educational status and career goals as well as identify areas where improvement is needed
- Identify, refer, and connect youth to appropriate college and community resources for services and information
- Plan, organize, and motivate youth to attend college-related activities and events
- Outreach to referred youth (ages 16 to 21) via phone calls, mailings, and face-to-face conversation in order to inspire, motivate and invite them to participate in the program
- Participate in all required ITSP meetings, workshops, field trips and events
- Collaborate with the LA County as well as the community agency members
- Through one-on-one assistance, help with youth plan for high school graduation, determine future educational goals and help them complete college applications while gathering important school documents such as report cards, transcripts and completed financial aid forms
- Recruit mentors from local campuses and foster population to obtain suitable mentor/mentee matches
- Track and monitor youth's involvement in activities and programs
- Collaborate with county social workers, caseworkers, deputy probation officers, caregivers, counselors, etc. in regards to the educational goals and plans of the youth
- Provide written feedback and monthly contact reports to in-house staff as well as The Department of Children and Family Services (DCFS) and L.A. County Probation Department
- Establish relationships and networks with college: personnel, departments and services

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## Supervisory Responsibilities

This job has no supervisory responsibilities.

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

- Bachelor's degree from a four-year college or university, with an academic concentration in education, psychology, sociology, counseling, child development, public administration or a closely related field.
- 2 years' experience working with at-risk youth

## **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization

## **Mathematical Skills**

- Basic arithmetic and geometry skills and knowledge

## **Reasoning Skills**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram, form
- Ability to deal with problems involving several concrete variables in standardized situations

## **Computer Skills**

To perform this job successfully, an individual should have proficient personal computer skills including electronic mail, word processing, spreadsheet, PowerPoint, etc.

## **Certificates, Licenses, Registrations**

- Valid Driver's License
- Proof of insurance
- Mandated Reporter Training Certificate

## **Other Skills and Abilities**

- Ability to prioritize and effectively complete multiple, sometimes simultaneous tasks
- Working knowledge of Microsoft Office programs
- Comfortable working individually and with groups of foster and probation youth
- Self-motivated and disciplined in an independent work setting and within a team environment
- Ability to keep a high standard of confidentiality
- High comfort level with report writing

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- Ability to learn new tasks quickly
- Possess a great attitude

### **Other Qualifications**

- Must be able to work weekends and evenings
- Must be able to drive and travel on a regular basis throughout LA County
- Must be enthusiastic and committed to working with youth
- Must have a functional automobile

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

***\*Employment is contingent on passing a Department of Justice and Federal Bureau of Investigation fingerprint background check, passing a Tuberculosis (TB) test, and passing a toxicology test.***