

MURRAY STATE COLLEGE
Ardmore and Tishomingo, OK 73460 Job Description
COORDINATOR TANF PROGRAMS
McAlester Campus (Pittsburg and Latimer Counties)

General Description/Primary Purpose:

The Coordinator of TANF (Temporary Assistance to Needy Families) Programs (McAlester Campus) should possess knowledge of vocational-technical, personal improvement, and fundamental education and be aware of issues pertinent to welfare recipients. The Coordinator must have current information on careers, including nontraditional and new technologies and community resources pertinent to Pittsburg and Latimer counties. The Coordinator needs skills in both people and program management and the ability to speak in public.

Classification: Professional Staff

Salary: Commensurate with Qualifications and Experience, Plus Fringe Benefits

Appointment: 12-Month Appointment, Subject to Availability of TANF Funds, Special Calendar.

Description of Duties and Tasks:

Essential Job Functions:

1. Develop and teach a job-readiness curriculum, which includes general education studies, appropriate dress, work habits, and balancing home and work responsibilities.
2. Work with business and industry to determine their job demands, and assist the TANF program director in the development of training programs that meet their needs.
3. Develop and monitor work-site internship opportunities.
4. Develop and monitor a mentoring program.
5. Provide job-coaching support for participants placed in a work activity.
6. Collaborate with partnering entities in establishing job contacts.
7. Coordinate mock interviews with potential employers for participants.
8. Participate in the development of individualized service strategies, and monitor participant progress.
9. Collect and maintain employment follow-up and tracking data.
10. Conduct employer satisfaction surveys.
11. Maintain job placement information to assist participants.
12. Promote the program within the college and throughout the service delivery area, and maintain a positive relationship with cooperating agencies.
13. Attend quarterly and other TANF-related meetings.
14. Demonstrate awareness of, and sensitivity to, cultural diversity as it impacts program activities.
15. Provide timely reports.

16. Maintain a positive working environment with supervisors, staff, faculty, and students.
17. Attend conferences and workshop as necessary,
18. Serve on various community and/or college committees.
19. Perform other duties as assigned.
20. Demonstrate awareness of and sensitivity to cultural diversity as it impacts enrollment and recruiting practices; show a willingness to work effectively in a culturally diverse workplace and not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.
21. Support the mission of the College, i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement.
22. Participate in Professional Development.
23. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
24. Before or upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) General Role Training Modules, IS-100.C, and IS-700.B, through the Department of Homeland Security as directed by the MSC administrative staff and campus police. Please log on to the FEMA website at: <http://www.fema.gov/training-0#item1> to complete your training online. Once completed, you need to provide a copy of your certificate to the Office of Human Resources. If you would like, you can scan a copy and email it to humanresources@mscok.edu.

Required Knowledge, Skills, and Abilities:

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and/or demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to communicate with a diverse peer group and clientele.
2. Occasionally overnight travel and early-morning and late-night driving required.
3. Establish and maintain effective working relationships with all populations the partnerships serve.
4. Have demonstrated people skills necessary to represent the partnership to an external constituency of citizens.
5. Effectively express one's self, both orally and in writing.
6. Demonstrate experience and/or willingness in learning and using state-of-the-art technology.
7. Demonstrate experience of computer skills using Microsoft Office Suite, particularly Word and Excel.
8. Ability to keep accurate fiscal and client records.
9. Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
10. Develop and maintain an attitude of service toward students, coworkers, and others.
11. Participate in community service activities and programs.
12. Knowledge of the two-county delivery district: Pittsburg and Latimer counties.

13. Evidence of successful experience in creating and/or working in an environment that places an emphasis on "nurturing" program participants.

Qualifications Standards:

1. *Education:* Bachelor's degree required. Master's degree preferred. Prefer degree in vocational-technical education with college work in counseling and/or social services.
2. *Experience:* Minimum of one year's experience in business, counseling, or social services.
3. *License(s):* Valid Oklahoma driver's license.
4. *Grooming and Appearance:* Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. *Professionalism:* Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
6. *Background Check:* The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Hours:

Generally, weekday (Monday through Friday) hours will be 8:00 a.m. to 5:00 p.m.; however, when warranted, early-morning, evening, and weekend appointments will be necessary.

Application Process: Applicants must submit the following:

1. Letter of application
2. Résumé.
3. Three letters of recommendation or college placement file with at least three recommendations
4. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment
5. Murray State College employment application

Submit application to:

Human Resources Office
Murray State College
One Murray Campus,
Suite AD 111
Tishomingo, OK 73460
E-Mail: humanresources@mscok.edu

MSC participates in E-Verify.

Application Deadline: Review of applications will begin immediately and continue until filled.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but not limited to admissions, employment, student financial aid, and education services.