San Diego City College
Welcome Home City Program
(Formally known as: Homeless and Housing Insecurity Pilot Program)

Project Assistant Job Description & Duties

Welcome Home City (WHC) is designed to help students access or maintain housing and supportive services to address basic need gaps to remain in school and achieve their academic and career goals. The WHC team works closely with students to understand their particular life circumstances and concerns. Case Managers and students work together to create a plan, access community and campus resources in order to achieve greater stability. Students are self-referred or may be referred by faculty or staff members. WHC is currently staffed by 1 PT Grant Coordinator, 2 PT Housing Case Managers, 2 PT Project Assistants, 1 PT Academic Counselor, and 1 FT Housing Navigator.

Position Summary

Reporting directly to the Grant Coordinator of WHC and Dean of Student Affairs, the Project Assistant (PA) will be the first point of contact for students who are interested in joining the WHC program. The PA will conduct initial phone screenings with students facing homelessness, housing insecurity, and basic needs insecurity to determine how WHC can best support the student throughout their academic journey. For students who express basic needs insecurity rather than housing concerns, the PA will provide strengths-based, solution-focused Basic Needs Case Management to them. The PA also manages the program’s email address, social media accounts, and spreadsheets to maintain data organization. As the WHC program is a pilot program, the PA will be expected to continuously provide feedback and suggest ways to refine processes.

Duties & Responsibilities

- Conduct initial phone or Zoom screenings with students to identify which WHC services and resources could be beneficial for the student.
- Provide strengths-based, solution-focused Basic Needs Case Management to eligible students, which involves:
  - Linkages to on-campus resources such as Textbook Assistance, Career Center, EOPS, disAbility Services, Mental Health Counseling Center, Academic Counseling, Enrollment Services and Tutoring.
  - Linkages to outside community resources that can help meet a student’s basic needs such as food, clothing, healthcare, and temporary shelter resources.
  - Facilitating One-Time Rental Payments for students who have had a one-time emergency loss of income or unexpected expense that affect their ability to pay rent.
  - Address and support students in meeting any other needs they express.
- Advocate for WHC students in a professional matter via phone and email to outside social service agencies and different on-campus departments.
• Document all student contact that occurs on Zoom, phone call, and in-person via Titanium, which is an Electronic Medical Record (EMR).
• Monitor and respond to all emails that is received on the WHC Gmail account in a professional manner and keeping confidentiality in mind. Excel spreadsheets are also significantly utilized in this position.
• Assist in monitoring and creating informational posts on WHC’s Instagram and Facebook accounts. WHC also has a Canvas page for students where the posts will also be shared.
• Collaborate with other staff members and departments to organize workshops for students relating to financial literacy, meeting their academic goals, and housing navigation.
• Attend weekly staff meetings, weekly one-on-one meetings with WHC’s Grant Coordinator and monthly HHIP Committee meetings, which comprises of faculty and staff from different departments at City College.

Compensation

The hourly rate for this position **$19.32** for 20-25 hours per week.

WHC’s hours of operation are 8AM-4:30PM Monday through Thursday.

Status

Job Type: Temporary, Part-time, Non-Academic Non-Classified.

This position is fully in-person at the San Diego City College campus, with no remote possibilities.

Application Process

Applications for this position will be open until the position is filled.

*For more information*, please send an email with any questions to all of the following people: Emily Saldine at esaldine@sdccd.edu, Michael Evans at mevans002@sdccd.edu, and David Howard at dhoward@sdccd.edu.

*If interested in applying*, please email your resume and a short paragraph about why you are interested in this position to all of the following people: Emily Saldine at esaldine@sdccd.edu, Michael Evans at mevans002@sdccd.edu, and David Howard at dhoward@sdccd.edu.