

Central Washington University
Student Employment Office
Barge Hall, Room 103
Ellensburg, WA 98926-7496
(509) 963-3008

WORK-STUDY JOB DESCRIPTION
Off-Campus Employer

Job ID # 26A
Side 2

Job Title: Community Service Supervisor **Hourly Wage:** \$9.00 to \$9.00

Name of Org/Business: Kittitas County Probation Services; Juvenile Court Services Department

of Students Needed: 1 **# of Hours per week:** (maximum 19 hrs/wk)

Supervisor/Contact Person: Laurie Haberman **Phone Number:** (509) 962-7516

Email Address/Phone: laurie.haberman@co.kittitas.wa.us

Mailing Address: Kittitas County Probation Services, Juvenile Court Services,
205 W 5th Ave Ste 211
Ellensburg WA 98926 -2887

City

State

Zip

Work Schedule: :To be arranged **: Times must be available:** hours TBA Must be available to work afternoons during the school year

Work site location: Kittitas County environs

Length of Employment:

Desired Begin Date: 9/22/2010 **Desired End Date:** 6/11/2011

Essential Functions, Duties & Responsibilities:

Screening and placement of youth at community service sites, and directly supervising offender youth working off community restitution hours. Document youths' compliance/non-compliance with assignment. Assist in developing new sites.

Qualifications / Skills Required:

Ability to communicate with youth and their families. Ability to direct specific work activities. Ability to keep accurate and organized records. Must possess a valid driver's license and pass a background check.

Purpose of Job:

To support the community, especially disabled, elderly, and community enhancement functions by supervising youth assigned community restitution to ensure their completion of court orders and Diversion agreements.

Notes: Community Restitution is compulsory service, without compensation, performed for the benefit of the community by the offender as punishment for committing an offense. Community Restitution may be performed through non-profit public or private organizations.

Educational Benefits:

Develop interpersonal communication skills. Develop supervisor and leadership skills. Develop knowledge and understanding of the legal system and court processes for youthful offenders.

SEO Use only:

Approval Date: _____ **Award Subcode:** _____

Community Service? Yes ☐ No ☐ **For-Profit** ☐ **Special Funding Source:** _____

Reimbursement Rate: _____% **Approved by:** _____

SWS Class: _____ **Range:** _____ **Job Classification Code:** _____

WORK-STUDY JOB DESCRIPTION
Off-Campus Employer

Schedule B
Side 1

Directions: Complete ALL information on both sides of this sheet & return it to CWU Student Employment.
Off-campus Work-Study jobs must provide the student with career related experience to the maximum extent possible.

Name of Org/Business: Kittitas County Juvenile Court **Phone:** 509-962-7516

IRS Federal Employer Identification Number: 91 - 6001349 (Cannot be left blank)

1. Are the duties to be assigned to this position in the public interest? ☒ **YES** ☐ **No**

Duties are in the public interest unless there is a limitation on who is served

(such as membership requirements)

If no, explain:

2. What is the title & entry wage of a comparable position within your organization?

Title: None Entry Wage: \$ n/a per hour

If there is NO comparable position (i.e. no one within the organization does similar tasks), explain:

Duties would be accomplished by the supervising position.

3. Indicate the name & title of the professional staff member who will supervise the student:

Name: Laurie Haberman Title: Diversion Coordinator

4. List names of all persons who are authorized to sign student Time Sheets within your organization:

William D Holmes

Signature of Authorized Employing Agency Representative

8/6/2010

Date

William D. Holmes

Print Name

Director

Title

over

Central Washington University
Student Employment Office
Barge Hall, Room 103
Ellensburg, WA 98926-7496
(509) 963-3008

**Work-Study Job Description
Instructions**

Side 1:

Please indicate the name of your organization or business, phone number, email, location, & the person students should contact to apply for this position.

You must include your IRS Federal Employer Identification Number.

Question #2: If there is no current position in your organization that performs duties similar to the ones you would assign the student hired for this position, explain how / if those duties would be performed if a Work-Study student is not found.

Question #3: Indicate the person who will SUPERVISE this position. The signature line below this question can be signed by any authorized representative of the Employing Agency. The signature does not have to be the same as the student's supervisor.

Question #4: List names of all persons in your organization who are authorized to sign student Time Sheets.

Side 2:

Indicate the Job Title & hourly wage range for this position. The wage must be at least the beginning wage of a similar position within your organization. You cannot differentiate with a "student wage."

Indicate how many students you are requesting, the hours they must be available (fixed or flexible), & the length of employment. Note: Job Description forms are updated yearly.

Essential Functions, Duties and Responsibilities: List a breakdown of basic duties the student(s) will be assigned. Avoid short or one-word descriptions. This information is used to determine if the job qualifies to hire a Work-Study student, if the student will receive educational or career related benefits, if the job meets the community service definition, and the reimbursement rate, so detailed descriptions are most helpful. A complete job description will also help attract qualified students to your position.

Qualifications / Skills required: List all skills the student must have to be hired for this job. Your answer will help students self-screen and that only qualified students apply. Be sure to include all criteria that will be used to select a student (to avoid complaints by students who are not hired for not having a skill that wasn't listed as required or desired).

Purpose of Job: This question is required by the Work-Study Program. Indicate the overall objective to be accomplished by hiring this position. EXAMPLE: To assist classroom teacher with routine tasks, allowing the teacher to provide more attention to individual needs of students in the class.

Educational Benefit: Indicate what educational or career related experience a student will receive from this position. Positions that provide relevant experience are preferred for Work-Study.

State Work Study Employer Update

2010 Legislative Session

In the context of a \$2.8 billion budget shortfall, the 2010 Legislature reduced funding to the State Work Study (SWS) program in 2010-2011 by more than 31%, or nearly \$7.5 million. As painful as this cut is to the program and its stakeholders, please note that the entire program was slated for suspension in earlier budget reduction proposals. Despite avoiding this worst-case scenario, college SWS resources have been cut significantly and this may impact your ability to hire SWS students in 2010-2011, both in terms of the number of available students and the number of work hours reduced SWS awards may support.

The Legislature directed the Higher Education Coordinating Board (HECB) to offset these funding cuts in three primary ways, **all of which may affect you as a SWS employer:**

- 1) Reducing non-resident student eligibility to the "maximum extent practicable". Colleges have an earnings cap for non-residents that ensures a minimum of 75% reductions in SWS service levels to non-residents. The limited flexibility remaining is intended to maintain existing employer-student relationships to the maximum degree possible. However, if you typically hire students from colleges with large non-resident populations, you may experience complications or fewer potential student hires as a result of these changes.
- 2) Increasing employer match rates. Increased SWS employer matching dollars provide additional financial assistance to needy students. The HECB recognizes the difficult situation many employers face due to current economic conditions, but is following Legislative direction and increasing rates as follows:
 - For-profit businesses will match at 50% (up from 35%)
 - Non-profit organizations will generally match at 30% (up from 20%)

Because the online renewal tool you have used in prior years cannot accommodate the job description match rate changes necessary this year, **SWS employers are required to submit new job descriptions for all 2010-2011 positions**. Employers should work directly with those colleges from which they plan to hire students to establish 2010-2011 job descriptions with appropriate match rates. SWS students cannot work after 6/30/10 until revised 2010-2011 job descriptions are approved at the new matching rate levels.

- 3) Maintaining Average Student Earnings. In order to serve the maximum number of resident students, colleges are being encouraged not to increase 2010-2011 award amounts for students. This could limit the amount of hours students can work.

Important Time Sheet Reimbursement Information

With the end of the state fiscal year (6/30/10) fast approaching, it is critical to submit 2009-2010 (7/1/09 to 6/30/10) time sheets to the college you hired from by July 10, 2010. Time sheets should be turned in no later than 15 days after the end of the pay period. Time sheets that are turned in more than 15 days after the end of the pay period or July 10, 2010, for hours worked in June, could result in delay or denial of reimbursement.

May 2010