

## CalWORKs - Division Student Support Programs - CalWORKs

### Main

---

#### Overview

**Academic Year** 2024 - 2025

**Originator** Gutierrez, Annette

**Division** Division Student Support Programs

**Department** CalWORKs

**Programs**

### Co-Contributors

---

Questions? Find answers in CurricUNET User Manual. ([http://www.Gavilan.edu/en/employee-services/office-of-instruction/curricUNET/program\\_reviews/create\\_pr.html](http://www.Gavilan.edu/en/employee-services/office-of-instruction/curricUNET/program_reviews/create_pr.html))

#### Contributor

- Cisneros, Carina
- Maringer-Cantu, Jane
- Reyes, Simone
- Zamora, Ozzy

### Annual Update

---

#### 1. Academic Year 2023 - 2024

**Previous Goals** 80% of CalWORKs students will develop a resume prior to completing their educational goal at Gavilan College

**Proposed Activity to Achieve Goal:**

One on one and group resume writing assistance opportunities each term.

**Responsible Party:**

All CalWORKs staff

**Total Three Year Resource Allocation Request:**

0

**Timeline to Completion Month / Year:**

May 2022

**How Will You Evaluate Whether You Achieved Your Goal:**

Tracking the number of completed resumes each term in Canvas.

**End of Year Goal Status** In Progress

**Please describe your status (No more than 200 words)**

The CalWORKs Program Specialist, in collaboration with the Career Transfer Center, provides both one-on-one support and group workshops to help students develop their resumes. Over the past year, efforts have focused on training the Program Specialist, increasing student

engagement in these workshops, and identifying the most effective times to offer them. While progress has been made, with 30% of students now having a resume on file with our office, we continue to explore new strategies to expand participation and better support students in achieving this important milestone.

**Did you request the same resources the previous year? If so, what was the result? Has there been a significant change since your request?)**

No

#### **Planning**

Ongoing workshops, drop in hours with CalWorks and the Career Transfer Center.

#### **Additional Comments**

## **Resource Requests**

---

**Click Add Item to Enter a Resource Request**

## **Executive Summary**

---

**Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for this year. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).**

The CalWORKs Program at Gavilan empowers students who receive public assistance by providing essential support services that promote education, career development, and long-term self-sufficiency. As part of the CalWORKs initiative, the program helps students balance education, employment, and parenting while gaining the skills and resources needed to achieve economic mobility.

Through academic counseling, work-study opportunities, job placement, support services directly related to education, and skills training, CalWORKs equips students with the tools necessary for workforce success. In collaboration with the Career Transfer Center, we offer resume workshops, career exploration, and job readiness training, ensuring students are prepared for employment.

We have a formal partnership with San Benito and Santa Clara Counties, which provides funding for subsidized employment opportunities. This allows the program to place students in jobs and cover 100% of their wages for up to 12 months.

We continue to expand student engagement, strengthen career pathways, and improve long-term outcomes. By providing holistic support and direct employment opportunities, the program remains a critical resource for our students. From 2022-23 to 2023-24 we experienced 59% growth in the number of students served. We are looking to expand capacity through the hiring of a part-time, shared position for the Hollister campus.

## **Attach Files**

---

If there is any additional information regarding your program that you will like to have uploaded, please attach it here.

#### **Attached File**

CalWORKS Final exp 6.30.2021.pdf (/Form/Module/\_DownloadFile/16653/45138?fileId=434)

4.EXHIBIT\_A\_Program\_Provisions\_GAV\_FY21.docx.pdf (/Form/Module/\_DownloadFile/16653/45138?fileId=435)

5.EXHIBIT\_B\_Work\_Plan\_Gav\_FY21.docx.pdf (/Form/Module/\_DownloadFile/16653/45138?fileId=436)

6.EXHIBIT\_C\_Budget\_Gav\_FY21\_vF3.doc.pdf (/Form/Module/\_DownloadFile/16653/45138?fileId=437)

Gavilan College Community Ed Matrix CWKS 2020.pdf (/Form/Module/\_DownloadFile/16653/45138?fileId=438)