

Highline College Student Service Assessment  
**Women's Programs / WorkFirst Services**

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## Mission Statement

Our mission is to provide a welcoming and engaging environment for new and current students and we accomplish this through individualized educational plans, funding and emergency scholarship sources, career counseling and advising. We collaborate with and provide resource referrals to our partner agencies such as Department of Social and Health Services and Employment Security.

## Departmental Functions

### Critical Functions

- Provide Tuition Assistance and Books to income eligible parents and parents on cash assistance from the state
- Provide external and internal resource referral
- Provide Emergency Funds for rent, utility bills, phone and bus vouchers
- Provide educational advocacy and advising to include student college orientations and specific class offerings to population served
- Provide partner agency collaboration (we provide a Community Jobs partnership as well as partnership with DSHS, Employment Security, CTED)
- Provide student employment readiness assessment using 12 intervention strategies: self efficacy, outcome expectancy, social supports, work history, career decision making, skills enhancement, job search, job maintenance, ongoing career management, personal challenges, environmental challenges and systemic challenges
- Provide retention support services through student academic progress and completion tracking and follow up and case management barrier removal support
- Provide tracking of student data unique to our population

### Secondary Functions

Events and training opportunities:

- Expanding Your Horizons
- Women's Celebration/Unity Week
- Women's Health and Wellness workshop series
- Emergency fund raising
- Women's History
- Breast Cancer Awareness
- Domestic Violence Awareness

- National Eating Disorder Awareness
- Health and Wellness Fair

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## Service Populations

Primarily, Women's Programs and WorkFirst Services provides services to parents on state funded cash assistance and income eligible (under-employed) parents with books, tuition, fees, retention services, employment readiness, resource referrals and case management.

We serve the entire student population with external and internal resource referrals. We provide needed Emergency Funding to any/all of HCC student population who meet eligibility requirements. Additionally, all of Women's Programs events and educational programming are open to both male and female students with the exception of Expanding Your Horizons which is an event that serves young women in middle school. We also serve in local community and agency partnerships dedicated to educational growth and employment placement of state cash assisted students and low income eligible students.

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## Service and Learning Outcomes

### Outcome #1

Students will demonstrate proficiency at navigating colleges system as a WorkFirst student.

### Outcome #2

WorkFirst students will demonstrate a clear understanding of TANF participation hour requirements.

### Outcome #3

Students will increase their understanding of employment and personal development needs.

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