

## AmeriCorps Position Description

The Family Support Center  
108 State Ave  
Olympia, Wa 98501  
(360) 754-2629

Website: [www.familysupportctr.org](http://www.familysupportctr.org)

Contact Person: Patty Gregory 754-2629x2

Site Supervisor: Same as above

Vehicle Required \_\_\_yes no

Drivers License Required \_\_\_yes no

On bus route yes \_\_\_no

Minutes from downtown 0

Auto Insurance Required: \_\_\_yes no

[programmanager@familysupportctr.org](mailto:programmanager@familysupportctr.org)

**Title:** Out of The Woods/Homeless Family Services Assistant

**Hours of Service:** 9 am to 5:00 pm, M-F

**Job Description:** The Out of the Woods/Homeless Resource Advocacy assistant will provide crisis intervention and supportive services to the mutual homeless client of the Family Support Center and the Out of the Woods shelter. The ACM will work with the Homeless Family Services assistant (Also an ACM), to solicit donations and volunteers for both The Family Support Center and Out of the Woods.

**Site Description:** This position is a collaborative project of The Family Support Center and the Out of the Woods Shelter (OTW). The ACM will be located primarily at OTW. This 6 bed shelter allows families a safe home like environment while working on becoming self sufficient. Families are allowed to stay for up to 90 days. The Family Support Center is a non-profit 501(c)(3) collaborative agency, developed in 1992 to provide services that help families raise healthy children, strengthen family relationships and develop economic self-sufficiency. We work to improve the quality of life for families of our community by providing parent education programs; advocacy, emergency shelter, case management and referral for homeless families, supervised visitation, and resource and referral for low income families.

### MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Work with FSC case managers to provide intensive case management services to support the mutual clients of OTW and FSC.
- Coordinate the Homeless mentorship program linking homeless families with self sufficient community members.
- Coordinate and facilitate the weekly life skills education classes.
- Recruit and coordinate volunteers for the homeless mentorship program, life skills class, and family activities held at OTW
- Solicit donations for OTW and FSC programs for homeless families.
- Work with clients at the Homeless Family Services office as needed.

### REQUIRED QUALIFICATIONS

- Some college preferred with a focus in psychology, social work, or related field.
- Must have an interest in working with adults, children, and families in crisis.
- Able to work independently, self-motivated, and flexible.
- Possess basic office skills and knowledge of computer programs.
- Have a positive attitude and work well with others.