

AmeriCorps Position Description

The Family Support Center
108 State Ave Drivers
Olympia, Wa 98501
(360) 754-9297
Website: www.familysupportctr.org
Contact Person: Patty Gregory 754-9297 x206
programmanager@familysupportctr.org

Vehicle Required ___yes X no
License Required ___yes X no
On bus route X yes ___no
Minutes from downtown _0
Auto Insurance Required: ___yes ___no

Title: Emergency Shelter Network Assistant

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

Service Description: The Emergency Shelter Network serves homeless individuals and families seeking emergency shelter/housing, resource/referrals, and to improve the quality of their lives. The AmeriCorps member will recruit and train volunteers to help with screening and administrative tasks in the office, as well as work closely with homeless individuals and families in need, and assist program staff in improving/expanding services and shelter options to program recipients.

Site Description: The Emergency Shelter Network/Homeless Resource Advocacy (ESN/HRA) program offers Thurston county homeless families and individuals, crisis intervention, individualized case management, and opportunities to engage in life skills trainings. Parents are empowered to act as their children's advocates through resource identification and referral with a final goal for these individuals to obtain and remain in housing. FSC serves primarily families with children, and single women, single parent families, and victims of domestic violence. Many of our clients have no income or are at less than 30% of median income for Thurston County.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Pre-screen homeless individuals for shelter placement and write daily report.
- Attend community forums/meetings/events related to homeless/housing issues and advocacy; report back to staff/clients.
- Coordinate services and communicate with community partners.
- Recruit and coordinate volunteers to participate in teaching life skills classes, social activities for our clients, and screening for emergency shelter network.
- Organize and facilitate volunteer appreciation activities and rewards.
- Provide resources and referrals to clients

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.
- Comfort working/communicating well with diverse populations.