

# AMERICORPS POSITION DESCRIPTION

**The Family Support Center**  
201 Capitol Way N  
Olympia, WA 98501  
(360)754-9297 ext. 206  
Website: [www.fscss.org](http://www.fscss.org)

**Serves Vulnerable Population:** Yes  
**Background Check(s) Required:** Yes  
**Driver's License Required:** No  
**Vehicle Required:** No  
**Auto Insurance Required:** No  
**On bus route:** Yes

**Contact Person/Site Supervisor:**  
**Keiya Johnson, (360)628-7343**  
[Keiyaj@fscss.org](mailto:Keiyaj@fscss.org)

**Minutes from downtown Olympia:** 2

**TITLE:** (ACM 1) HOMELESS FAMILY SERVICES ASSISTANT

**HOURS OF SERVICE:** Saturday thru Wednesday 8:00 am to 5:00pm may include some additional evening work.

**POSITION DESCRIPTION:** The ACM will work directly with homeless families at the Pear Blossom Place Family Shelter. The AMC will assist families in enrolling in services, finding resources and provisions to meet their immediate basic needs with a special focus on meeting the needs of the children and youth, as well as assisting staff with the daily operations of the shelter. The ACM will work collaboratively with the Family Services ACM to coordinate and implement activities and services for the shelter residents including: Life Skills classes, children's activities and programs, and family engagement opportunities. The ACM will mentor youth providing enrichment/educational support services.

**SITE DESCRIPTION:** The Family Support Center is a non-profit social service agency whose mission is "Working Together to Strengthen All Families" Our core programs are: Homeless Family Services, Family Resource Services, Supervised Visitation, Thurston County Family Justice Center, and Parent Education.

## MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Ensure the common shelter area is clean, organized and stocked with supplies for children and families
- Assist children in the shared space, model appropriate positive guidance strategies and support parents in caring for the needs of their children.
- Enter demographic data for all shelter clients into the Apricot system
- Screen homeless families for shelter placement and communicate information to shelter coordinator
- Work with the AMC Family Services Assistant to coordinate volunteer speakers, meals, and children's programming for Life Skills classes.
- Assist staff and volunteers with the daily operations of the shelter
- Assist families with housing and employment searches, completing applications, applying for benefits, accessing resources, acquiring hygiene supplies and other provisions. Assess needs of the children and provide appropriate resources and referrals to meet children/youth needs.
- Participate in marketing/outreach/family engagement events to provide resource/referrals to families

## 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.