

AmeriCorps Position Description ACM 2

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

Website: www.familysupportctr.org

Contact Person: Patty Gregory 754-9297 x206 programmanager@familysupportctr.org

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

Title: FAMILY ENGAGEMENT ASSISTANT

Hours of Service: 9:00-5:00 a.m. M-F, 6:00-8:30 p.m. one evening per week

JOB DESCRIPTION: Support staff in identifying and implementing opportunities for family engagement activities. Identify and facilitate partnership opportunities with other providers who have existing events that offer partner agencies an opportunity to present activities for children. Coordinate at least one annual family event that brings together the staff and the clients from all of the Family Support Center programs. Participate on the Community Café Leadership team alongside a representative of the Family Support Center to enhance the Kid Café model that runs concurrent with the Community Café's. Work with the Program Manager and the Homeless Family Services ACM to implement the Nurturing Parenting Program at the Family Support Shelter.

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, Foster Child Support, and Parenting Education. The ACM's primary site would be the Family Support Center Parent Education office. The ACM would work directly with the Program Manager staff from all of the programs to identify and develop activities that suit the needs of all Family Support Center clients.

MAJOR RESOPNSIBILITES AND RELATED TASKS:

- Coordinate and implement family engagement activities.
- Recruit, train, and schedule volunteers to assist in family engagement activities
- Co-facilitate one Nurturing Parenting Program at the Family Support Shelter
- Participate in the Community Café Leadership team alongside FSC staff to coordinate Kid Café's that promote the development of empathy, emotional health, and positive self concept in the participating at risk youth.
- Participate in foster sibling visits alongside staff and assist in the planning and implementation of age appropriate activities for the youth.

REQUIRED QUALIFICATIONS

- Some college preferred with a focus in psychology, social work, counseling, 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.