

AmeriCorps Position Description ACM 1

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: HOMELESS FAMILY SERVICES ASSISTANT

Hours of Service: 9 am to 4:30 pm, M-F and 7:30pm-8:45pm up to twice per week

JOB DESCRIPTION: The Homeless Family Services program serves homeless families seeking emergency shelter/housing, resource/referrals, and to improve the quality of their lives. The AmeriCorps member will work directly with homeless families in the office to assist them in enrolling in services, finding resources and provisions to meet their immediate basic needs, and assist them in entering the shelter system. The HFS ACM will coordinate volunteers to provide activities and direct services to youth who are staying at the Family Support Shelter. In addition, the FSC AMC will work directly with the youth at the shelter at least twice per week.

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 HFS assistant will work directly in the Homeless Family Services Program. This program provides families with individualized case management, advocacy, crisis intervention, 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.

MAJOR RESOPONSIBILITES AND RELATED TASKS:

- Screen homeless individuals for shelter placement and communicate information to volunteer hosts, shift leads and supervisor.
- Assist in the training and scheduling of volunteers for the Family Support Shelter.
- Facilitate activities with the youth at the shelter to support social/emotional and cognitive development and respond to specific needs of the children.
- Provide one on one support to families staying at the out of the woods shelter as needed to assist them in moving to permanent housing.

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.