

EMPLOYEE JOB DESCRIPTION

Position Detail	
Position No.	VIS013
Position Title	AmeriCorps Volunteer - Emergency Services / Employment Training
Division	Community Support Services
Unit	
Overview	Provide direct service and/or referrals to customers seeking emergency services. Provide support to employment training case manager.
Job Responsibilities	<p>Emergency Services:</p> <ol style="list-style-type: none">1. Determine customer need, screen for program eligibility, identify resources and available options and where appropriate, contact service provider(s), advocating customer need;2. Assist in seeking new resources for customers facing emergent situations and in maintaining good relationships with existing community partners;3. Prepare and submit completed direct service vouchers. <p>Workshop Facilitator:</p> <ol style="list-style-type: none">1. Provide assistance with program required data entry into both Olycap and state systems;2. Provide assistance to customers with resume/portfolio development;3. Work closely with employment training job site developer to assure customers employment goals are met;4. Assist with LIHEAP workshops, assist client with application, make customer copies, ensure workshop copies are well supplied.

Qualifications	<p>Preferred:</p> <ol style="list-style-type: none"> 1. BA Degree in social services, education or related field or; <p>Required:</p> <ol style="list-style-type: none"> 1. Two years experience in education working with low income families or crisis intervention; 2. Experience in working with people from diverse socio-economic , experiential and educational backgrounds (2 yrs); <p>• NOTE: Experience may substitute for some of the education requirements: depending upon the nature and duration of experience.</p> <ol style="list-style-type: none"> 3. Knowledge or experience with public health issues; 4. Highly motivated and willing to participate in program activities and interact effectively with others; 5. Knowledge of social service networking; 6. Well-developed verbal and communication skills; 7. Aptitude for making accurate assessments of client needs; 8. Ability to handle stress when working with people in crisis; 9. Ability to work well with a team as well as independently; 10. Ability to coordinate and track the delivery of direct service; 11. Knowledge of computer applications required.
Physical Requirements	<ol style="list-style-type: none"> 1. Stamina to function effectively; 2. Ability to travel within/outside service area.
Special Requirements	<ol style="list-style-type: none"> 1. Possess valid Washington State driver's license and reliable transportation; 2. Possess and maintain current auto insurance; 3. Have driving record that is insurable under the Agency's insurance policy; 4. Satisfactory results from required criminal history background check per the Child/Adult Abuse Information Act;
Supervisory Responsibilities	
Number of Staff Supervised	0
Position Supervisor	Co-Director of Community Support Services
Job Location	C13 - PA - 1822 W 7th St
Salary Grade Range	\$513 every 2 weeks, \$5,350 Education award, Health Insurance, Vacation, Medical Leave
Work Schedule	Monday through Friday: 8am – 5pm (40 hrs/week) - Term of service for this one-year AmeriCorps Stimulus Program will be from July 6, 2009 to May 15, 2010.
Position Assignment	

Job Category	
EEOC Code	
Labor & Industries Code	
Standard Occupational Classification (SOC) Code	
FLSA	Non-Exempt
Date Last Modified	01/27/2010
Employee Position Requirements	
Physical Exam	No
TB Test	No
Hepatitis B / Waiver	No
DSHS Criminal Check	
Food Handler Permit	No
Child Abuse Prev Training	No
Bloodborne Training	No
CPR Adult	No
CPR Infant/Child/Adult	No
First Aid	No
Tetanus Vaccination	No
Washington State Patrol Background Check	No
Signatures	
Employee: PRINT NAME	
Employee Signature	
Signature Date	
Supervisor Signature	