AMERICORPS POSITION DESCRIPTION

The Family Support Center
201 Capitol Way N
Olympia, WA 98501
(360)754-9297 ext. 206
Website: www.fscss.org
Contact Person/Site Supervisor: Rachel Scharber, (360)754-9297 ext. 220
rachels@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
Minutes from downtown Olympia: 0

TITLE: (ACM 2) FAMILY & CHILD ENGAGEMENT COORDINATOR

HOURS OF SERVICE: Primarily Tuesday thru Saturday 8:30-5:00 schedule may fluctuate
POSITION DESCRIPTION: The ACM will work directly with families at the Family Support Center. The ACM will assist families in enrolling in services, finding resources and provisions to meet their immediate basic needs with a special emphasis on meeting the needs of the children/youth in the family. The ACM will coordinate and implement children’s programming for the Family Support Center’s support groups, workshops, and classes. The ACM will work collaboratively with the Homeless Family Services Assistant ACM to provide Life Skills Education classes, and children’s activities and programs 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, Pear Blossom Place, Family Justice Center, HOPE Program, and Parent & Child Education.

MAJOR RESPONSIBILITIES AND RELATED TASKS:
- Coordinate and implement high quality children’s programming for all Family Support Center workshops, playgroups, support groups, and family engagement activities.
- Assist families in the family room; model appropriate positive guidance strategies and support parents in caring for the needs of their children
- Work with families/youth to identify the needs of the children/youth. Provide basic need supplies, resources and referrals to enrichment and support programs. Assist families in accessing hygiene supplies, diapers, clothing etc.
- Work with the ACM 1 Homeless Family Services Assistant to coordinate speakers, meals, and child care for Life Skills classes, and programs and services for children staying at Pear Blossom Place.
- Maintain employment area including updating an employment bulletin board with entry level positions weekly. Assist families in utilizing the employment center. Provide support in developing resumes, applying for jobs.
- Participate in marketing/outreach/family engagement events to provide resource/referrals to families
- Provide one on one opportunities with youth to build hope, new skills and develop social connections.

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

All positions will abide by AmeriCorps Prohibited Activities in the YIS Service Agreement.