

LFS AmeriCorps Position Description

Host Site:	Lutheran Family Services: International Center of the Heartland	Location:	Omaha
Position Title:	Case Management and Volunteer Assistance	Effective Date:	September 2010
Paygrade:	AmeriCorps Full Time	Reports to:	AmeriCorps Supervisor

LFS Mission Statement: Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values: Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Position Purpose: Works closely with Center Director in planning and facilitating projects/programming related to the integration of refugees and immigrants within the social, employment, and educational environments of the city of Omaha.

- Essential Position Duties:**
- Provide support to Community Liaisons in assisting refugees, immigrants and asylees who seek medical, housing, employment, legal, or educational services at the International Center of the Heartland
 - Under the guidance of the ICH Director, assist clients in identifying needs and available resources as well as obtaining services
 - Assist ICH Program Specialist with recruitment, training, and support of volunteers/mentors to meet program needs
 - Document contacts with clients and volunteers
 - Assist in program evaluation and completion of proposed program goals
 - Serve as a LFS/ICH representative to raise awareness and provide education about newcomers to community groups and at community events

- Position Requirements:**
- Bachelor's Degree preferred
 - Skills in public speaking, time management and multi-tasking
 - Prefer bi-lingual skills in Karen, Burmese, Bhutanese, Nepali, Somali or Swahili
 - Effective verbal, written, and interpersonal communication skills
 - Computer literate in MS Word, Excel and Access
 - Flexible schedule to accommodate clients and volunteers, including some evenings and weekends
 - Valid Nebraska Driver's license, proof of liability insurance and ability to drive for agency business
 - U.S. Citizen or Legal Permanent Resident

Criminal history, child abuse registry, adult abuse registry, sex offenders registry, Department of Motor Vehicles records checks will all be completed prior to offer of enrollment.

Hiring Manager Signature _____	Date _____
Member Signature _____	Date _____
Director Human Resources _____	Date _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.