

Lutheran Family Services AmeriCorps Position Description

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| Position Title: Lutheran Refugee Services AmeriCorps | Effective Date: 2009 |
| Paygrade: Education Award Only | Location: Lincoln |
| Reports to: LRS Case Manager | Appointed By: LRS Program Manager |

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: Provide services to refugees during pre-arrival, arrival and post-arrival stages.

- Essential Position Duties:**
- Assist in coordination of provision of core resettlement services, as defined by the United States Refugee Program, during the first 90 days after arrival. These services include development of resettlement plans, home visits, school enrollment, health examinations, and referral to other specialized services.
 - Assist in coordination of provision of basic needs support for period of 90 days after arrival in accordance with the requirements of the USRP. This support includes adequate housing, clothing, furniture, household items, food, and financial assistance.
 - Assist with the provision and distribution of pre-arrival welcome boxes.
 - Maintain complete and comprehensive case files with appropriate case notes log.
 - Keep Program Manager abreast of weekly activities of the office through weekly meetings and thorough case file documentation.
 - Maintain relationship with other service providers and volunteer agencies in Omaha
 - Attend in-service training conference and workshops.
 - Assist with maintaining a safe, clean, and organized office.
 - Other duties as assigned.

- Position Requirements:**
- Student in one of the Human Services fields.
 - Possesses a theological, philosophical and political commitment to the ministry of resettling refugees.
 - Possesses high tolerance for ambiguity and change.
 - Must be flexible in scheduling time, especially evenings and weekends.
 - Knowledge of the functions and services of the community organizations and related human services.
 - Ability to communicate and effectively coordinate services, assign tasks and maintain records of services provided in a timely manner.
 - High level of organizational skills, communication and interpersonal skills, and attention to detail required. Follow up and follow through required.
 - Valid vehicle operator license, proof of liability insurance and ability to drive for agency business.
 - Commitment to the mission of Lutheran Family Services.
 - High School diploma or GED
 - US Citizen or Legal Permanent Resident
 - At least 17 Years of age

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.