

Lutheran Family Services AmeriCorps Position Description

Host Site: Lutheran Family Services	Location: Lincoln
Position Title: Lutheran Refugee Services (LRS)	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: To provide assistance, raise awareness, and recruit volunteers in the area of refugee housing needs.

- Essential Position Duties:**
- Assist in coordination of provision of basic needs for 90 days after arrival in accordance with the requirements of USRP. This support includes housing, clothing, furniture, household items, financial assistance, health care, and specialized services.
 - Provide accurate and timely case notes for all services provided to, or interaction with clients
 - Assist staff in problem solving and resource identification to meet client needs
 - Assist clients with enrollment in ESL classes and other appropriate education and employment endeavors
 - Provide comprehensive social service assistance leading to early self-sufficiency
 - Serve as a mediator between client and social service community when necessary
 - Arrange interpretive services for clients when necessary
 - Identify and recruit community volunteers and sponsorship to assist with refugee arrivals

Position Requirements:

- US Citizen or Legal Permanent Resident
- High school diploma or GED
- At least 17 years of age
- Work well in multi-cultural environment
- Driver's license, good driving record, and current insurance
- Strong verbal and written communication skills

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.