

Lutheran Family Services AmeriCorps Position Description

Position Title: Rural Case Management and Volunteer Assistance	Effective Date: November 2009
Paygrade: AmeriCorps Stipend (FT)	Location: Grand Island, NE
Reports to: Assistant Director of Community Services	Appointed by: Director/Asst. Director of Community Services

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 in planning and facilitating projects/programming related to the integration of refugees and asylees within the social, employment, and educational environments of the city of Grand Island.

- Essential Position Duties:**
- Provide support and assistance to refugees and asylees who seek medical, housing, employment, legal, or educational services in the Grand Island community
 - Assist clients in identifying needs and available resources as well as obtaining services
 - Assist with recruitment, training, and support of volunteers/mentors to meet program needs
 - Document contacts with clients and volunteers, as well as writing up stories of interest
 - Assist in program evaluation and completion of proposed program goals
 - Serve as a representative to raise awareness and provide education about newcomers to community groups and at community events

- Position Requirements:**
- High School Diploma or equivalent; Associates/Bachelors preferred
 - Skills in public speaking, time management and multi-tasking
 - Bi-Lingual in English and Somali/Sudanese dialects preferred
 - Effective verbal, written, and interpersonal communication skills
 - Computer literate in MS Word, Outlook and Excel
 - 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
 - 17 years of age or older

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.