



KITSAP COMMUNITY RESOURCES
2016/2017 AMERICORPS POSITION DESCRIPTION

*Select: Bremerton School District (BSD) on application

Position: Bremerton School District Elementary School Tutor/Mentor

Possible placement sites (subject to change before program start-up): BSD Elem- Kitsap Lake Elementary School

Qualifications Required: MUST have received high school diploma or higher education and MUST pass the reading, writing, and math competency test.

Member Supervisor: KLE Principal

Persons placed must have a goal of working in the educational system or a desire to explore all aspects of teaching in elementary/junior high schools. Energetic, positive attitude, and dependable. Ability to stand or sit for extended periods of time. Must be self-motivated and enjoy serving hours independently and in team environments. Must possess ability to maintain a flexible and demanding daily schedule.

Good written and oral communication skills. Extensive knowledge of basic reading and math skills. Must have interest in assisting students with learning or behavioral difficulties. Willingness to be trained in and utilize school-sponsored tutoring techniques. Must learn and utilize school's positive discipline policy. Ability to present a positive role model to elementary age students. Willingness to support a variety of out of school, before/after school, and summer time educational programs.

All duties and requirements listed in this position description are essential position functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Preferred: One-year experience or volunteering in educational instruction and/or facilitation. Knowledge and education in learning styles and teaching techniques. Ability to serve hours independently and in a team environment. Ability to organize and support other tutors, volunteers and educational staff. Knowledge of local community resources.

Requirements: Completion of basic Math and English tests. Valid training in First Aid-CPR during placement. Renewal every two years or when due for renewal. Good personal hygiene and grooming. Follow assigned school's dress code policy.

Duties:

1. Report to and accept assignments from Elementary School administrators, counselors, teachers and AmeriCorps Team Staff.
2. Plan and provide preparation time with Elementary School teachers and counselors.
3. Provide tutoring and mentoring services to students in a group setting or 1-to-1 in a positive manner.
4. Comfortable interacting with school aged children of various backgrounds and learning capacities.
5. Ability to pursue continual training from teachers, administrators and counselors.
6. Collaborate with teachers and instructional aides to develop, support, and deliver activities.
7. Self-motivated to create a daily tutor schedule to maximize student support.
8. Maintain records of student progress and communicate with staff to ensure cohesiveness between tutoring and classroom instruction or to discuss problems and successes.
9. Apply knowledge gained from training in a tutoring role, including school standard and discipline policies.
10. Provide testing, assessment and quiz supervision for students, under direction of certified staff.
11. Attend assigned training and school / team activity meetings.
12. Attend, participate, and assist in leading member tutor meetings that are scheduled at a minimum of quarterly.

13. Collect required statistics and prepare required reports submitted monthly and mid-term/end-term to the AmeriCorps Program Director.
14. Complete all forms required by the School District to volunteer in their district, including submission of school forms and successfully pass a criminal history background investigation prior to working with children.
15. Complete and pass all required training for the AmeriCorps program.
16. Collaborate with individuals and small groups to practice basic academic skills.
17. Good presentation skills (approachable, poised and professional) in front of groups.
18. Recruit, schedule, and organize other volunteer tutors to assist students.
19. Demonstrate creativity and determination in completing tasks necessary for program success.
20. Provide out of school, after school educational activities with drop in students and summer school program assistance.
21. Facilitate educational programs and summer activities for children and youth with other agencies.
22. Create and implement basic instructional materials under the direction of teaching staff.
23. Ensure confidentiality of agency and children's records and files.
24. Attend KCR/AmeriCorps team meetings twice a month.
25. Participate in KCR/AmeriCorps monthly combined community service projects as directed by AmeriCorps Team Director/Supervisor.
26. Attend and participate in the KCR/AmeriCorps orientation at the start of the AmeriCorps program year. Successful completion of orientation is required to participate in AmeriCorps.
27. Record and submit personal time sheets on-time to the AmeriCorps program staff.

**All prospective AmeriCorps Members must submit to a Washington State (& the State of residence when applied if different) Criminal history Check, FBI Fingerprint check and a National Sex Offender Registry background check.*

**KCR/AmeriCorps is an Equal Opportunity Employer. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.*

How Do I Apply? <http://www.kcr.org/ameriCorps.htm>



*Select: Head Start/ Early Childhood Education Assistance Program (ECEAP) (Classroom Assistant) on application

Position: Classroom Assistant

Possible placement sites (subject to change before program start-up): Carlton Site, Silverdale

Member Supervisor: KCR Family Services Manager

KCR provides free preschool programs for children (ages 0-5) from income-eligible families and for children with special needs. These programs provide a wide array of services for children and families, including safe and affordable child care at many locations. Health, nutrition and dental assistance is provided along with education and developmental screenings for children.

QUALIFICATIONS REQUIRED:

- Successful applicant must submit to DSHS Background screening, FBI fingerprint check, WATCH check, and National Sex Offender check.
- Health Requirement: Head Start/ECEAP programs require that all members be tested for Tuberculosis and acquire a Food Handler's Permit prior to starting the program. An opportunity will be given to individuals selected after interviews to complete these requirements as a part of the background screening process.
- Must have reliable transportation to use on the job and be willing to substitute at any EL&FS program as needed on short notice.
- Must be willing to collaborate with others as a "Team member".
- Must be aware and sensitive to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) related to free appropriate education to all children aged five years and younger with disabilities identified as needing special education and related services. Must believe that such children can benefit from inclusion in a regular Head Start/Early Head Start/ECEAP classroom setting.
- The physical requirements of this position require being able to physically match the activity level of 3 and 4 year olds. Position requires intermittent sitting, standing, walking, twisting and bending. Must be able to get down on the child's eye level and floor. Must be able to lift up to 50 pounds. Simple grasping and hand manipulation required as well as reaching above and below shoulder level. Must be able to withstand exposure to noise in a pre-school environment. Must be mentally alert and able to react quickly and appropriately when dealing with pre-school children.
- All duties and requirements listed in this position description are essential position functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

DUTIES:

1. Report to and accept assignments from the Early Learning & Family Services (ELFS) Manager
2. Take the lead in food preparation and clean-up duties.
3. Assist the teachers in the daily routine within the classroom.
4. Prepare and gather materials for daily activities.
5. Greet child and parents warmly each day.
6. Use positive language interacting with children.
7. Treat all children and families with respect.
8. Supervise playground activities as directed by teachers.
9. Report incidences of suspected child abuse to Site Supervisor or Teacher and make a report to CPS.
10. Willing and able to attend trainings as designated by the Site Supervisor.
11. Demonstrate familiarity with personnel policies and objectives of the agency including dress code.
12. Respect and maintain confidentiality of pertinent information concerning staff and families.
13. Participate in KCR/AmeriCorps monthly combined community service projects as directed by AmeriCorps team Director.
14. Maintain KCR/ELFS and AmeriCorps objectives and professional standards.
15. Attend KCR/AmeriCorps team meetings twice a month and trainings as required.
16. Record and submit personal time sheets on-time as scheduled by the AmeriCorps Director.
17. Keep current and accurate records and file required statistical reports to the AmeriCorps Director monthly.

18. Attend and participate in the KCR/AmeriCorps orientation at the start of the AmeriCorps program year. Successful completion of orientation is required to participate in AmeriCorps.

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KITSAP COMMUNITY RESOURCES
2016/2017 AMERICORPS POSITION DESCRIPTION



*Select: Central Kitsap School District (CKSD) on application

Position: Central Kitsap School District Elementary Tutor and Mentor

Possible placement sites (subject to change before program start-up): CKSD Elem:
Cottonwood, Esquire Hills, Jackson Park, Woodlands and Clear Creek

Qualifications Required: MUST have received high school diploma or higher education and MUST pass the reading and math competency tests.

Member Supervisor: School Principals

Persons placed must have a goal of working in the educational system or a desire to explore all aspects of teaching in elementary schools. Energetic, positive attitude, and dependable. Ability to stand or sit for extended periods of time. Must be self-motivated and enjoy serving hours independently and in team environments. Must possess ability to maintain a flexible and demanding daily schedule.

Good written and oral communication skills. Extensive knowledge of basic reading and math skills. Must have interest in assisting students with learning or behavioral difficulties. Willingness to be trained in and utilize school-sponsored tutoring techniques. Must learn and utilize school's positive discipline policy. Ability to present a positive role model to children in grades K-6. Willingness to support a variety of out of school, before/after school, and summer time educational programs.

All duties and requirements listed in this position description are essential position functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Preferred: One-year experience or volunteering in educational instruction and/or facilitation. Knowledge and education in learning styles and teaching techniques. Ability to serve hours independently and in a team environment. Ability to organize and support other tutors, volunteers and educational staff. Knowledge of local community resources.

Requirements: Completion of basic Math and English tests. Valid training in First Aid-CPR during placement. Renewal every two years or when due for renewal. Good personal hygiene and grooming. Follow assigned school's dress code policy.

Duties:

28. Report to and accept assignments from Elementary School principal, learning specialist, teachers and AmeriCorps Team Staff.
29. Plan and provide preparation time with Elementary School teachers and Learning Specialist.
30. Provide tutoring services in reading and/or math to students in a small group setting or 1-to-1 in a positive manner.
31. Interact positively with school aged children of various backgrounds and learning capacities.
32. Pursue continual training that is available.
33. Collaborate with teachers and instructional paraeducators to develop, support, and deliver activities.
34. Be self-motivated to create a daily tutor schedule to maximize student support.
35. Maintain records of student progress and communicate with staff to ensure cohesiveness between tutoring and classroom instruction or to discuss problems and successes.
36. Apply knowledge gained from training in a tutoring role, including school standard and discipline policies.
37. Provide testing, assessment and quiz supervision for students, under direction of certified staff.
38. Attend assigned training and school / team activity meetings.
39. Attend, participate, and assist in leading member tutor meetings that are scheduled at a minimum of quarterly.

40. Collect required statistics and prepare required reports submitted monthly and at mid-term/end-term to the AmeriCorps Program Director.
41. Complete all forms required by the School District to serve as a volunteer in their district, including submission of school forms and successfully pass a criminal history background investigation prior to working with children.
42. Complete and pass all required training for the AmeriCorps National program.
43. Collaborate with individuals and small groups to practice basic academic skills.
44. Demonstrate good presentation skills (approachable, poised and professional) in front of groups.
45. Recruit, schedule, and organize other volunteer tutors to assist students.
46. Demonstrate creativity and determination in completing tasks necessary for program success.
47. Provide out of school, after school educational activities with drop in students and summer school program assistance.
48. Facilitate educational programs and summer activities for children and youth with other agencies.
49. Create and implement basic instructional materials under the direction of teaching staff.
50. Ensure confidentiality of agency and children's records and files.
51. Attend KCR/AmeriCorps team meetings twice a month.
52. Participate in KCR/AmeriCorps monthly combined community service projects as directed by the AmeriCorps Director or Supervisor.
53. Attend and participate in the KCR/AmeriCorps orientation at the start of the AmeriCorps program year. Successful completion of orientation is required to participate in AmeriCorps.
54. Record and submit personal time sheets on-time to the AmeriCorps Director/Supervisor.

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Select: Head Start/ Early Childhood Education Assistance Program (ECEAP) (FDS Position) on application

Position: Family Development Specialist (FDS)

Possible placement sites (subject to change before program start-up): Carlton Site, Silverdale

Member Supervisor: KCR Family Services Manager

KCR provides free preschool programs for children (ages 0-5) from income-eligible families and for children with special needs. These programs provide a wide array of services for children and families, including safe and affordable child care at many locations. Health, nutrition and dental assistance is provided along with education and developmental screenings for children.

QUALIFICATIONS REQUIRED:

- Education Requirements:
 - Requires an associate or higher degree in adult education, human development, human services, family support, social work, early childhood education, child development, psychology or related field or;
 - An associate or higher degree with the equivalent of 30 college quarter credits in related fields of adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to their job responsibilities. These credits may be included in the degree or in addition to the degree or
 - A DEL-approved credential from a comprehensive and competency-based Family/Social Service training program.
- Must be aware and sensitive to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) related to free appropriate education to all children with disabilities identified as needing special education and related services. Must believe that such children can benefit from inclusion in a regular Head Start/EHS/ECEAP classroom setting.
- Must complete required FDS trainings and certifications as necessary.
- Ability to maintain files and records.
- General computer skills to document and maintain case management records on each family. Ability to perform word processing, spreadsheet and database functions.
- Must have reliable transportation to use on the job, a valid Washington State driver's license and insurance.
- All duties and requirements listed in this position description are essential position functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Successful applicant must submit to DSHS Background screening, FBI fingerprint check, WATCH check, and National Sex Offender check.
- Health Requirement: Head Start/ECEAP programs require that all members be tested for Tuberculosis and acquire a Food Handler's Permit prior to starting the program. An opportunity will be given to individuals selected after interviews to complete these requirements as a part of the background screening process.

Family Services Function:

1. Reports to and accepts assignments from Family Services Manager.
2. Responsible for outreach and enrollment activities. Maintain classroom enrollment in accordance with policy guidelines.
3. Assist with recruitment to maintain maximum enrollment.
4. Provide direct support services for families, including information, referrals and follow up.
5. Complete intake-family profile and Family Partnership Agreement with each family.
6. Make home visits to families as program or need requires.

7. Establish a role of spokesperson for families with other agencies.
8. Identify program, agency or community resources required to meet the social services needs of children and their families.
9. Assist families with crisis intervention and follow up.
10. Facilitate referrals with counterparts in other agencies.
11. Must be willing to attend training to become Family Development Specialist certified.

Family Service Organization:

1. Maintain current, up to date, family services data in child files, including family intake and family plan data and updates. Responsible for the data entry/updating/tracking of child/family information records for Family Services in two databases.
2. Support Parent Meetings. Encourage parent participation.
3. Identifying training needs and community trainers for parent meetings or other parent involvement meetings.
4. Participate in and contribute to family reviews and staffing.
5. Attend trainings and staff meetings as directed by agency supervisor/coordinator.

Health:

1. Demonstrate ability to utilize resources in all areas of health community.
2. Assist in implementing health care/special services for children.
3. Assist in documentation of health and developmental histories.
4. Assist in arranging required physical/dental examinations, laboratory work, immunizations and health screenings to include vision, hearing, speech, language and development.
5. Coordinate appointments and transportation as needed.
6. Monitor and document all health and special services referrals.
7. Assist in monitoring health/special service records of children to insure they are current and complete.
8. Assist in planning necessary health, nutrition and/or special services training for parents, staff and children.
9. Collaborate closely with community agencies to assure coordination of health services to children.
10. Assist in referring children in need of special services to providers in the community.

General Responsibilities:

1. Participate in meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with personnel policies, work plan and objectives of agency.
3. Promote positive parent and community involvement within the organization.
4. Maintain professional relations with staff and volunteers.
5. Adhere to company dress code policy.
6. Submit timely monthly statistical reports to ECEAP and KCR staff.
7. Respect and maintain confidentiality of pertinent information concerning staff and families.
8. Maintain objectives and professional standards.
9. Improve self-skills and education.
10. Participate in KCR/AmeriCorps monthly combined community service projects as directed by AmeriCorps Director.
11. Attend KCR/AmeriCorps team meetings twice a month.
12. Record and submit personal time sheets on-time as scheduled by AmeriCorps Director.
13. Keep current and accurate records and file required statistical reports to the AmeriCorps Program Director monthly.
14. Attend and participate in the KCR/AmeriCorps orientation at the start of the AmeriCorps program year.
Successful completion of orientation is required to participate in AmeriCorps.

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KITSAP COMMUNITY RESOURCES 2016-2017 AMERICORPS POSITION DESCRIPTION



Select: Children Of the Nations (COTN) on the application

POSITION: Ready Relief (COTN)

Program overview and site/service location: Children of the Nations (COTN), located at 11992 Clear Creek Rd, Silverdale, WA 98383, serves children orphaned and/or in extremely destitute situations in Africa and the Caribbean - to change the lives of children who come from generations of poverty and introduce them to lives of hope. Ready Relief is a unique local program where public and private schools use nutritional meal provisions for their emergency preparedness. Students package the meals, which are then stored for one year at their school. Ready Relief schools then send the meals packaged from the previous year overseas if unused. AmeriCorps members will be maintaining the viability of this program, enrolling new schools, agencies and businesses, and strengthening the relationships COTN/Ready Relief already has with schools that they are currently partnering with.

*(Members' home office will be at this address but they will travel to schools and other organizations for events frequently)

*Normal Service hours: Monday-Friday, 9am-5pm.

*There will be many evenings and weekends as well that will change the normal service hours.

Member Supervisors: (Sr. Director of Operations/Administration)

Required Skills and knowledge:

Must be confident and comfortable talking with and building on-going relationships with staff from participating schools/organizations. Must be confident and comfortable serving and interacting with school-aged children. Ability to serve independently and possess strong organizational skills. Good presence (approachable, energetic, poised and professional) in front of groups of children or adults. Must have a current Washington State Driver's License and a clean driving record for the last 3 years. Must demonstrate creativity and determination to complete tasks necessary for maintaining the Ready Relief program.

All duties and requirements listed in this position description are essential position functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. There will be several events locally and all around the state that will require staying for part or all of the weekend and many evenings.

Position Tasks and Responsibilities:

Long term:

1. Maintain or Develop Ready Relief program visual and printed media for advertising/promotion.
2. Report encouraging Ready Relief stories within schools and other organizations.
3. Create Ready Relief school assembly presentation about how the program helps locally in the event of a disaster and about 3rd world hunger needs and how it helps meet those needs globally.
4. Network with Kitsap County Department of Emergency Management and Red Cross to partner with and share the Ready Relief concept.
5. Maintain Ready Relief Tracking System for annual school packaging events.
6. Support, promote and facilitate all Meal Packaging events held throughout the year. These events will often times be on weekends and evenings.
7. Help maintain, operate and organize the packaging center/warehouse and donations.
8. Expand relationships with civic organizations, scouts, 4-H etc....

Short Term:

1. Strengthen the relationship between COTN and schools already enrolled with Ready Relief.
2. Schedule packaging events by communicating with school coordinators.
3. Load and prepare truck for scheduled packaging events, lift maximum of 50 lbs., use a pallet jack, drive or learn to drive a 20-24 foot box truck; Set-up and facilitate packaging sessions at local schools.
4. Inventory stored meals, supplies, and resources. Maintain and organize warehouse for Ready Relief.
5. Research and purchase Ready Relief Cook Kits for schools.
6. Help facilitate the Meal Packaging program at COTN's headquarters in Silverdale, WA.
7. Use computer skills; Word, Excel, video editing etc.
8. Good phone presence and face to face communication skills.

Other:

1. Share the Ready Relief program with other organizations who might be interested in becoming partners.
2. Facilitate other COTN related meal packaging sessions with local schools and partnering organizations.
3. Share the intern opportunity with other individuals; recruit, train and manage volunteers.
4. Complete all forms required by the local School Districts to work as a volunteer in their district.
5. Serve with individuals and small groups to practice basic academic skills.
6. Provide summer school assistance and leading activities for students during out of school time.
7. Create and implement basic instructional materials under the direction of the Director.
8. Complete and pass all required training for AmeriCorps program.
9. Collect required statistics and prepare all needed and required reports. Submit monthly to AmeriCorps Director.
10. Attend bi-monthly AmeriCorps team meetings and participate in monthly team service projects activities.
11. Record and submit personal time sheets **on-time** as scheduled by the AmeriCorps Director.
12. Attend and participate in the KCR/AmeriCorps orientation at the start of the AmeriCorps program year.
Successful completion of orientation is required to participate in AmeriCorps.

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YWCA ALIVE
Position Description
Domestic Violence Community Advocate
Select: YWCA on Application



PROGRAM OVERVIEW: The goal of the Community Advocate position is to ensure the delivery of direct services to victims of domestic violence. The **ALIVE Program** provides crisis intervention and on-going supportive services to men, women, and children who are involved in physically and/or emotionally abusive relationships.

LOCATION: The YWCA Community Center is located at 905 Pacific Avenue, Bremerton, WA 98337. Our hours of operation are Monday-Thursday from 8:00 a.m. through 5:00 p.m. In addition, this position will require services one Saturday per month.

RESPONSIBLE TO: The AmeriCorps Member will be under the supervision of the Legal Advocacy/Family Services Director.

QUALIFICATIONS: Willing to obtain experience and/or training in working with families impacted by domestic violence. Must have a concern for low-income families. Good oral and written communication skills are necessary. Ability to maintain effective working relations with clients, staff, and the community.

Ability to learn about the complex dynamics of domestic violence as well as the laws regarding and relating to the issue of domestic violence will be required. Must be able to maintain strict confidentiality in all matters regarding the YWCA ALIVE Program and the ability to establish healthy personal boundaries within the scope of the duties with YWCA clients. Must have the ability and willingness to serve with others as a team member. Reliable transportation is required for this position.

All duties and requirements listed in this position description are essential job functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This position description in no way states or implies that these are the only duties to be performed by the member occupying this position.

PREFERRED: Knowledge and familiarity with local community resources. Knowledge of effective crisis intervention techniques. Knowledge about the causes and effects of domestic violence. Some knowledge of the civil and criminal justice systems.

TRAINING REQUIREMENTS: Certify or renew First Aid/CPR training during term. Completion of a 30-hr Victim Services Training. Training will be provided by the YWCA ALIVE Program.

DUTIES:

1. Carry out the philosophy, policies and procedures of the YWCA of Kitsap County.
2. Conduct intakes and assessments and provide client centered advocacy services. This includes, but is not limited to, crisis intervention, safety planning, problem solving, and information and referrals to other community resources.
3. Assist victims of domestic violence in preparation for and throughout the duration of court proceedings.
4. Respond to all referrals in a timely manner.
5. Maintain confidential program participant files. Inform program participants of the YWCA ALIVE Confidentiality Policy.
6. Maintain accurate records and document statistical information and services provided. Report this information to supervisor on a monthly basis. In addition, provide monthly statistical information to AmeriCorps Supervisor.
7. Provide information, support, and assistance in obtaining Domestic Violence Protection Orders.
8. Provide monthly project updates.
9. Assist victims in completing applications for Crime Victims Compensation.
10. Establish and maintain community partnerships.
11. Maintain effective working relations with clients, staff, and the general public.
12. Promote community awareness about the impact of domestic violence on individuals and the community.
13. Assist clients in accessing the YWCA Professional Clothing Closet.
14. Receive and sort donations of clothing and household items to be utilized by YWCA clients.
15. Maintain professional boundaries with all clients.
16. Attend AmeriCorps team meetings twice a month.

17. Complete and pass all trainings required by AmeriCorps.
18. Submit to required background check screening, including an FBI fingerprint check, the State Patrol WATCH check, and the National Sex Offender check.
19. Participate in KCR/AmeriCorps monthly combined community service projects as directed by AmeriCorps Program Director/Supervisor.
20. Attend and participate in the KCR/AmeriCorps orientation at the start of the AmeriCorps program year.

Successful completion of orientation is required to participate in AmeriCorps.

***All prospective AmeriCorps Members must submit to a Washington State (& the State of _____ residence when applied if different) criminal history check, a FBI fingerprint check, and a National Sex Offender Registry background check.**

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KITSAP COMMUNITY RESOURCES
2016/17 AMERICORPS POSITION DESCRIPTION
Select HCSS on AmeriCorps Application



Select: KCR Housing and Community Support Services for 3 different positions

1. Housing Outreach Specialist
2. HSC Homelessness/Outreach Advocate
3. Weatherization Pre-Auditor

- **These are three separate positions.**
- **The qualifications for all positions are included in this description. Many of the qualifications and duties are similar.**
- **If you are interviewed, you will be asked if you have a preference.**

QUALIFICATIONS: Within these three positions you must be seeking experience or education in Human Services, Social Work, Education and/or construction/weatherization or related field; must have high school diploma or GED. Understanding of the socio-economic problems and needs of homeless and low-income families and individuals and be familiar with available community resources. Must have valid Washington State Driver's License, current auto liability insurance, reliable transportation and an acceptable driving record.

Must be able to communicate with individuals, with a broad range of backgrounds and circumstances, in a positive and non-judgmental manner. Requires accuracy, good communication, judgment, and the ability to remain calm and provide appropriate advice and information. Must be able to exhibit regular attendance.

All duties and requirements listed in this position description are essential functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This position description in no way states or implies that these are the only duties to be performed by the AmeriCorps member occupying the position. AmeriCorps members will be required to follow any other related instructions and to perform any other related duties requested by their supervisor.

PREFERRED: Knowledge of Microsoft Windows Operating System and Microsoft Office Applications.

GENERAL DUTIES:

1. Report to and accept assignments from assigned supervisor and AmeriCorps Program Supervisors.
2. Become familiar with the assigned program services area.
3. Gain knowledge of personnel policies, work plan, and objectives of assigned programs.
4. Work cooperatively/constructively with staff and partnership agencies while advocating on behalf of participants.
5. Pursue personal professional growth and personal development.
6. Refer clients to various community resources based on identified needs.
7. Participate in staff meetings, conferences, training sessions, and workshops as assigned.
8. Work to be an active team member and work closely and cooperatively with staff, clients/customers, community partners and volunteers.
9. Keep current and accurate records; file required reports on time.
10. Respect and maintain confidentiality of pertinent information concerning staff, client, and agency records.
11. Maintain objectives and professional standards in accordance with KCR and KCR/AmeriCorps policies.
12. Willing to improve personal professional skills and education.
13. Advise the Team Supervisor in developing appropriate training for team members and families.

14. Participate in KCR/AmeriCorps monthly combined community service projects as directed by AmeriCorps Team Supervisor or Director.
15. Attend KCR/AmeriCorps BI-monthly team meetings.
16. Attend and participate in the KCR/AmeriCorps orientation at the start of the AmeriCorps program year. **Successful completion of orientation is required to participate in AmeriCorps.**
17. Become certified or update CPR/First Aid Training during employment
18. Develop and maintain an adequate, up-to-date record keeping system including monthly report statistics to be submitted to the Program and AmeriCorps Team Supervisor.
19. Record and submit personal time sheets **on-time** as scheduled by Team Supervisor.
20. ***Submit to a criminal history background investigation prior to starting work, which could include fingerprint background check.**
21. Other KCR and AmeriCorps duties as assigned.

1. Housing Outreach Specialist

Reports to: Housing and Homeless Services Manager

This position will work with the housing and homelessness team to provide housing opportunities to individuals and families who are homeless or at risk of homelessness. The scope of work includes assessing, determining eligibility, and goal setting for households with the focus on securing permanent and stable housing. This person will accept walk-in referrals from HSC to KCR Housing and will respond to immediate housing needs specifically through rental assistance.

Job duties may include:

1. Assess households for program placement and eligibility. This includes securing appropriate documentation and HMIS entry.
2. Using progressive engagement as the case management model work with households to develop short and long term goal setting.
3. Assist households to secure permanent housing through landlord outreach, advocacy, rental tools, rental resumes, etc. Enable clients to communicate specific needs and problems through outreach to housing sites on a regular basis. Advocate on client's behalf with local Housing Authority and landlords in order to get clients into affordable, permanent housing. Seek to connect with potential landlords who may work with hard to place clients.
4. Documents in case files on a weekly basis the client's progress and challenges and steps for addressing any barriers to permanent and stable housing.
5. Provides intensive case coordination services guiding households through community resources, drug/alcohol/mental health counseling, pre-employment skill development, and job training and rehabilitation services. Assist families in accessing public schools and school transportation services.
6. Attends community events and meetings, as requested by manager.
7. Work closely with other housing team members to find resources and supports for the success of their clients.
8. Other duties as assigned.

How Do I Apply? <http://www.kcr.org/amicorps.htm>

2. HSC Homelessness/Outreach Advocate

Reports to: Housing Solutions Center Supervisor

Work with community partners to provide housing resources to homeless and low-income individuals and families. Provide housing outreach efforts in the community to locations with high homeless population. Documents, tracks and follow up with members of the homeless population who have visited HSC to be sure their needs are met and suggest additional resources as needed. Works to help homeless clients complete landlord applications, interviews and helps to create goodwill with landlord and client. Works as part of the HSC team.

1. Identifies households experiencing homelessness and are HSC clients, identifying barriers to housing.
2. Meets with clients to access needs and coordinate resources.
3. Tracks clients identified as homeless to be their needs are met.
4. Maintains complete and accurate client files and enters data into HMIS system.
5. Works to recruit landlords to work with homeless and low-income population.
6. Participates in Outreach throughout the community, going to where homeless people are to deliver housing resources.
7. Follow agency confidentiality policy.
8. Keeps resource material updated.
9. Accepts other duties as assigned.

How Do I Apply? <http://www.kcr.org/american.htm>

3. Weatherization Pre-Auditor

Requires experience in residential construction or weatherization related experience. Willing to work outside in all types of weather with potential exposure to hazardous conditions resulting from varied disrepair of buildings, sometimes including garbage and rodents. Must have ability to lift 30 pounds, climb ladders, crawl under buildings, including crawl spaces and in attics; and walk on roofs. Able to multi-task multiple projects at the same time and work both independently and as a positive team member. Ability to work with diverse populations including low-income clients. Willing to gain experience or education in the Weatherization industry. Must have reliable vehicle to use on the job and provide proof of insurance. Computer experience a plus.

Reports to: Weatherization Manager

Job duties may include:

1. Performs pre Weatherization audits, checking homes for insulation levels (walls, under floors, ceilings) and structural integrity (walls, floors, roofs). Screens homes for Basic Health program. Implements and provides conservation education.
2. Must be willing to travel and attend training.
3. Inputs utility billing into Excel spreadsheet.
4. Accept other duties as assigned

***All prospective AmeriCorps Members must submit to a Washington State Criminal history check and a National Sex Offender Registry background check.**

***KCR is an equal opportunity employer.**

How Do I Apply? <http://www.kcr.org/ameriCorps.htm>

***Select:** Head Start/ Early Childhood Education Assistance Program (ECEAP) (Classroom Assistant) on application

Position: Classroom Assistant

Possible placement sites (subject to change before program start-up): Carlton Site, Silverdale

Member Supervisor: KCR Family Services Manager

KCR provides free preschool programs for children (ages 0-5) from income-eligible families and for children with special needs. These programs provide a wide array of services for children and families, including safe and affordable child care at many locations. Health, nutrition and dental assistance is provided along with education and developmental screenings for children.

QUALIFICATIONS REQUIRED:

- **Successful applicant must submit to DSHS Background screening, FBI fingerprint check, WATCH check, and National Sex Offender check.**
- **Health Requirement: Head Start/ECEAP programs require that all members be tested for Tuberculosis and acquire a Food Handler's Permit prior to starting the program. An opportunity will be given to individuals selected after interviews to complete these requirements as a part of the background screening process.**
- Must have reliable transportation to use on the job and be willing to substitute at any EL&FS program as needed on short notice.
- Must be willing to collaborate with others as a "Team member".
- Must be aware and sensitive to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) related to free appropriate education to all children aged five years and younger with disabilities identified as needing special education and related services. Must believe that such children can benefit from inclusion in a regular Head Start/Early Head Start/ECEAP classroom setting.
- The physical requirements of this position require being able to physically match the activity level of 3 and 4 year olds. Position requires intermittent sitting, standing, walking, twisting and bending. Must be able to get down on the child's eye level and floor. Must be able to lift up to 50 pounds. Simple grasping and hand manipulation required as well as reaching above and below shoulder level. Must be able to withstand exposure to noise in a pre-school environment. Must be mentally alert and able to react quickly and appropriately when dealing with pre-school children.
- All duties and requirements listed in this position description are essential position functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

DUTIES:

19. Report to and accept assignments from the Early Learning & Family Services (ELFS) Manager
20. Take the lead in food preparation and clean-up duties.
21. Assist the teachers in the daily routine within the classroom.
22. Prepare and gather materials for daily activities.
23. Greet child and parents warmly each day.
24. Use positive language interacting with children.
25. Treat all children and families with respect.
26. Supervise playground activities as directed by teachers.
27. Report incidences of suspected child abuse to Site Supervisor or Teacher and make a report to CPS.
28. Willing and able to attend trainings as designated by the Site Supervisor.
29. Demonstrate familiarity with personnel policies and objectives of the agency including dress code.
30. Respect and maintain confidentiality of pertinent information concerning staff and families.
31. Participate in KCR/AmeriCorps monthly combined community service projects as directed by AmeriCorps team Director.
32. Maintain KCR/ELFS and AmeriCorps objectives and professional standards.

33. Attend KCR/AmeriCorps team meetings twice a month and trainings as required.
34. Record and submit personal time sheets **on-time** as scheduled by the AmeriCorps Director.
35. Keep current and accurate records and file required statistical reports to the AmeriCorps Director monthly.
36. Attend and participate in the KCR/AmeriCorps orientation at the start of the AmeriCorps program year.
Successful completion of orientation is required to participate in AmeriCorps.

***All prospective AmeriCorps Members must submit to a Washington State Criminal history check (& the State of residence when applied if different), FBI Fingerprint Background Check and a National Sex Offender Registry background check.**

***KCR is an equal opportunity employer. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.**

How Do I Apply? <http://www.kcr.org/ameriCorps.htm>



KITSAP COMMUNITY RESOURCES
2016/2017 AMERICORPS POSITION DESCRIPTION



POSITION: E&T = KCR Employment and Training (E&T) Classroom Facilitator, Computer Lab Facilitator & WIOA Facilitator/Case Aide

- **The Facilitators and Facilitator/Case Aide are three separate positions.**
- **The qualifications for all positions are included in this description. Many of the qualifications and duties are similar.**
- **If you are interviewed, you will be asked if you have a preference.**

QUALIFICATIONS: Willing to gain experience or education in Human Services, Education, training or related field; relevant experience may substitute for formal education requirement.

Ability to establish relationships with adults from varying cultural, education and socio-economic backgrounds. Ability to establish relationships of trust and respect with staff and clients/parents. Demonstrate competence in using good communication skills, active listening, and business writing, and case documentation, conflict resolution, dealing with emotions and maintaining professional boundaries. Must have concern for low income families. Ability and willingness to be a public speaker/facilitator. Ability to learn curriculum and upgrade existing or draft new curriculum as needed to meet contractual agreements.

All duties and requirements listed in this position description are essential functions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This position description in no way states or implies that these are the only duties to be performed by the AmeriCorps member occupying the position. AmeriCorps members will be required to follow any other related instructions and to perform any other related duties requested by their supervisor.

PREFERRED: Knowledge of Microsoft Windows Operating System and Microsoft Office Applications and a working knowledge of welfare reform.

GENERAL DUTIES:

22. Report to and accept assignments from assigned E&T Supervisor and AmeriCorps Program Supervisors.
23. Become familiar with existing E&T Division program services.
24. Gain knowledge of personnel policies, work plan, and objectives of E&T programs.
25. Work cooperatively/constructively with E&T staff and partnership agencies while advocating on behalf of participants.
26. Develop a network which coordinates community resources for supporting education programs.
27. Maintain regular contact with referring agency representatives to conduct participant updates either verbally or in written communication.
28. Manage each case to promote client personal and professional growth. Pursue personal professional growth and personal development.
29. Refer clients to various community resources based on identified needs. .
30. Participate in staff meetings, conferences, training sessions, and workshops as assigned.
31. Maintain congenial relations with staff, families, community partners and volunteers.
32. Keep current and accurate records; file required reports on time.
33. Respect and maintain confidentiality of pertinent information concerning staff, client, and agency records.
34. Maintain objectives and professional standards in accordance with KCR and KCR/AmeriCorps policies.
35. Willing to improve personal professional skills and education.
36. Advise the Team Supervisor in developing appropriate training for team members and families.

37. Participate in KCR/AmeriCorps monthly combined community service projects as directed by AmeriCorps Team Supervisor or Director.
38. Attend KCR/AmeriCorps BI-monthly team meetings.
39. Attend and participate in the KCR/AmeriCorps orientation at the start of the AmeriCorps program year. **Successful completion of orientation is required to participate in AmeriCorps.**
40. Become certified or update CPR/First Aid Training during employment
41. Develop and maintain an adequate, up-to-date record keeping system including monthly report statistics to be submitted to the E&T and AmeriCorps Team Supervisor.
42. Record and submit personal time sheets **on-time** as scheduled by Team Supervisor.
43. ***Submit to a criminal history background investigation prior to starting work, which could include fingerprint background check.**
44. Other KCR/E&T and AmeriCorps duties as assigned.

CLASSROOM FACILITATOR DUTIES:

1. Facilitate workshops for low-income populations on topics related to life skills and employment readiness to include: goal setting, time management, financial literacy, applications, interviewing, resumes, etc.
2. Access state database for TANF recipients to enter participation hours and case notes.
3. Create and update curriculum for class presentations / discussions.
4. Communicate clients' progress through staffing and one on one communication with clients' KCR assigned Employment Specialists.

COMPUTER LAB FACILITATOR DUTIES:

1. Communicate basic soft skill and hard skill curriculum using all available resources.
2. Create practical curriculum for group classes and individual study that will accommodate a variety of computer skill levels.
3. Flexible with schedules, class materials and facilitation/instruction techniques in order to reach as many as possible in the learning environment.
4. Possess intermediate to expert level expertise with Microsoft Office Suite 2013 (with the exception of Access); should have working knowledge of Access.
5. Understand and fulfill the requirements of the KCR contract with funding partners.
6. Utilize the assessment and training tools (Key Train, ERS, Mavis Beacon, and Winway Resume) as available and create individualized lessons based on assessment outcomes.
7. Work one-on-one with a diverse population and all skill levels to assist with job search and educational needs.

WIOA FACILITATOR/CASE AIDE DUTIES:

This position combines case aide duties (assisting case managers) with classroom facilitation. It is based out of the South Kitsap office, which is a WorkSource affiliate.

1. Facilitate workshops for unemployed/underemployed clients on subjects using WorkSource-approved job hunter curriculum, including Skills & Abilities, Perfecting Job Applications, Job Search Strategies, Effective Cover Letters and Resumes, and Interviewing Techniques.
2. Explain the WIOA program in weekly program orientations.
3. Assist case managers in maintaining client records in SKIES. Ensure confidentiality of agency records and files.
4. After case managers assess client employability needs by interviewing client at first appointment, work with clients according to the plan created by case managers.
5. Assist case managers in creating a job search plan with the client and help revise resume as necessary.
6. Refer clients to various community resources based on identified needs.
7. Provide general job search assistance to clients using the South Kitsap site but not enrolled in WIOA.
8. Attend/participate in local community networking groups and with other organizations, especially WorkSource and Olympic College, to promote collaboration and coordination of services.
9. Take charge of the computer lab, assist job seekers when they have questions in the lab, and ensure the lab is kept clean and used properly.

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