

Family Resource Specialist --Hillsboro Family Resource Center (AmeriCorps, full-time)

Would you like to make a difference in the lives of low-income families, feel valued for your efforts and work along side others who are hard-working and committed?

This is a great opportunity to make a positive difference in the lives of low-income families. You will have plenty of direct supervision, training and career development while at the same time having the autonomy to let your unique talents shine. At our welcoming family resource center, each day will present new and interesting challenges. You will work with low-income families to improve their access to health care, community resources and services and to reduce isolation. You will create improvements to the existing volunteer system, particularly for the Holiday Basket program and for new English classes at the Family Resource Center in order to increase the number of volunteers assisting families.

Essential Responsibilities:

- Conduct outreach activities to schools and community locations in order to increase awareness about the Oregon Health Plan and the Family Resource Center.
- Using information gathered from previous AmeriCorps member, to recruit, orient and support volunteers.
- Work directly with families to assist them with referrals and connect them to needed resources.
- Recruit volunteers and partners with understanding and interest of families who struggle to meet basic needs.
- Design appropriate forms, signage and written material.
- Track family participation in activities.
- Complete general office duties.
- Recruit, train and supervise volunteers.
- Complete and submit in a timely manner all OSSC/AmeriCorps required reports and time sheets.
- Attend OSSC/AmeriCorps sponsored orientation, trainings, meetings and disaster response.

Preferred Qualifications:

- An independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people.
- Experience and/or desire to work with families in poverty.
- Interest in recruiting and supporting volunteers.
- Strong organizational and interpersonal communication skills.
- Possess or willing to earn CPR/First Aid Card.
- Willingness to work a flexible schedule, including some evenings and weekends.

- Valid drivers license, good driving record and own transportation.
- Bilingual in Spanish and a bachelor's degree are preferred but not required.

Basic Information and Member Benefits:

* September 2-5th, all AmeriCorps members attend a 4-day, 3-night OSSC orientation in Portland area.

*First day at position site is September 8, 2008 (Service is complete on July 31, 2008.)

* Full-time, 11-month commitment

* Must be at least 18 years old and have a high school diploma

* In return for 1,700 hours of service over an 11-month period, you will receive a \$4,725 education award for future tuition or payment on qualified student loans (taxed), a living allowance of \$11,400, (over eleven months, taxed), medical insurance, loan forbearance and/or child-care (if qualified). Members only receive stipend and other benefits while serving.

A little bit about our program:

The mission of our center is to build the community's capacity to support its children and families through pooling resources and coordinating services for children and families at the community level. Assistance is provided to mainly school district families connecting them with community resources and providing a variety of direct services such as hygiene items, birthday gifts, bus tickets, clothing, and use of computers, phone, fax and copy machine. Parenting and English classes, as well as mobile dental clinics are coordinated through the center.

Location: 222 NE 6th Ave. Hillsboro, Oregon 97124

How to apply:

Email your resume to pevznerv@hsd.k12.or.us as soon as possible or by **July 17, 2008**. Include the position title in the subject line. Please include references.

Complete the Oregon State Service Corps AmeriCorps Application available online at www.redcross-pdx.org, then scroll down and click on "Join AmeriCorps".

Send completed application to:

Victoria Pevzner
Hillsboro Family Resource Center
222 NE 6th Ave.
Hillsboro, Oregon 97124

*We will contact you by phone or email to schedule an interview.