



UNITED WAY OF DOUGLAS COUNTY AMERICORPS PROGRAM

Member Position Description 2020-2021

Applications Close on August 3

Apply Online or send resume to United Way of Douglas County

645 Vermont St., #590, Lawrence KS 66044

Interviews August 4-7

Positions begin on September 1 with mandatory training.

Service year is September 1, 2020 - August 31, 2021

About the United Way Douglas County

United Way fights poverty and improves lives by Uniting Douglas County. In support of our mission for a thriving, health and resilient Douglas County, the United Way coordinates the United for Douglas County Community AmeriCorps Program to support the capacity of local nonprofit health and human service agencies. The United Way places AmeriCorps members in host organizations to improve the capacity of local health and human service organizations to serve economically disadvantaged and impoverished community members.

AmeriCorps members serve a vulnerable population and must be cleared by background checks prior to unsupervised interactions with clients.

General Position Description

Members will provide, support, and/or facilitate access to services and resources that contribute to improved outcomes for economically disadvantaged people by increasing the capacity of the host-site organization where they serve.

Interventions will be targeted to increase capacity in at least one of the five key domains of organizational capacity, as identified by CNCS. Capacity building activities will support or enhance the program delivery model, respond to the organization's goal of increasing, expanding or enhancing services in order to address pressing community needs, and/or enable the organization to provide a sustained level of more or better direct services after the AmeriCorps member's term of service has ended.

Each member provides direct service capacity-building activities 25 hours a week for 12 months, as well as community engagement activities 5 hours a week for 12 months. The remaining 10 hours a week are available for training and professional development, administrative duties, and community awareness and outreach events.

Lawrence- Douglas County Housing Authority -Community Engagement Capacity

Engaging youth in youth center, creating programs or supporting current programs.
Data collection and grant writing.
Client Assistance and referrals.
Support efforts of community groups related to housing and or the needs of LDCHA clients.
Pursue joint programming with various agencies as appropriate

Senior Resource Center for Douglas County, Inc. (SRC) - Evaluative Capacity

Build knowledge and understanding of SRC through preparation for and during Medicare Open Enrollment.
Utilize knowledge and experience gained to analyze, assess, research and grow the capacity for future years' Open Enrollment seasons.
Create an evaluation tool which SRC can subsequently use to measure the SHICK and MIPPA program and Open Enrollment process, but also all other SRC programs.

Elizabeth B Ballard Community Center (Ballard Center) - Service Capacity

Provide advocacy and direct services to pantry clients.
Establish effective data gathering process to understand gaps.
Design and carry out activities for gathering feedback from clients and identify service requests routinely requested by Ballard clients.
Work with community partners and employers to increase utilization of the clothing pantry as a resource.
Research and recommend best practices to implement new outreach efforts Work with community organizations and individuals to increase pantry donations related to high need items.

Sunrise Project - Community Engagement Capacity

Lead Community Meal program, Community Pantry, and Sunrise Youth Programming that will include Farm to School activities.
Take leadership on creating evaluation tools for Sunrise Project programming, implementing evaluation tools and recording participant feedback / evaluation as well.

Lawrence Douglas County Public Health -Management & Operations Capacity

Trained to assist RN with rooming patients, drawing blood, taking vitals, documenting clinical findings, assisting with procedures.
Participate in community events including health fairs, job fairs, library educational classes and the covid test site.
Support staff taking community calls for covid testing as needed
Working with data collection and excel spreadsheets

Lawrence Community Shelter - Service Capacity

Support LCS staff in any and all client engagement tasks and activities. Interface with individuals seeking shelter in-person, over the phone, and via email.
Plan and support client engagement activities.

Support the Stabilization Manager in their efforts.
Engage in Housing Navigation

United Way of Douglas County- Evaluation Capacity

Manages resources to assist in the delivery and Evaluation of the organization's programs and services.
Create a community outreach plan for United Way's literacy program: assessing programs, developing strategic plans, creating training, evaluation and recruitment materials.

Benefits

- Full time members earn an education award up to \$6,195.
- Full time members earn a living allowance up to \$549.19/bi-weekly.
- Free individual health insurance coverage.
- Childcare assistance and student loan forbearance for qualified individuals.
- Mileage reimbursement.
- Gain professional skills.
- Time off from service.

Minimum Qualifications:

- U.S. citizen or permanent resident, 17 years or older.
- Must have a valid driver's license.
- Some college credits or verifiable work history.
- Must be comfortable communicating in person, over the phone or by email.