



AMERICORPS STATE PROGRAM

August 1, 2017- June 30, 2018

Consider serving with AmeriCorps State at the International Institute. The 11-month program provides opportunities for Members to gain professional experience, while helping with refugee resettlement.

- **Client Services: Medical & Child Services** – Enroll children in school and daycare, schedule medical appointments, arrange transportation, request interpreters, resolve medical insurance issues, teach clients how to make medical appointments, assist with picking up new arrivals from the airport, help implement Children’s Holiday and Back to School events.
- **Client Services: Medical Services & Immunizations** – Help organize immunization clinics, schedule medical appointments, arrange transportation, request interpreters, resolve medical insurance issues, teach clients how to make medical appointments, assist with picking up new arrivals from the airport, help implement Children’s Holiday and Back to School events.
- **Economic Development: Micro Enterprise Program** - Assist clients in completing applications, provide financial education and outreach, coordinate activities and follow up on business loans, Individual Development Accounts, credit builder loans, and free tax services.
- **Education** – Assist with volunteer recruitment, training and management for Education programs; outreach to and retention of students for citizenship programs; schedule and/or administer citizenship mock interviews; assist with Path to Citizenship event.
- **Social Work Department: Case Management** – Assist clients with complex needs, e.g. schedule medical appointments; arrange transportation; accompany clients to appointments; provide support and advocacy with service providers; teach clients how to use public transportation, advocate for themselves at appointments; refill medications; access community services and resources.
- **Workforce Solutions: Employment** – Help clients build job readiness skills, assist with job applications, résumés, and mock job interviews, update and maintain the client employment tracking list, assist with financial literacy classes as needed and teach hotel housekeeping and dishwashing job skills.
- **Workforce Solutions: Urban Farm Program** – Assist in recruiting program participants; support field activities; assist with preparing, planting and maintaining the field; and assist in marketing produce.

Along with position specific responsibilities, all Members will be involved in volunteer recruitment/management, planning and implementing agency special events, in addition to AmeriCorps trainings, service days and events. **Almost all positions** necessitate regular access to a car and willingness to transport clients. Mileage related to service, reimbursed. **For some positions**, a Chauffeur’s (Class E) license is needed to operate agency vehicles.

For More Info., Contact: Jane Knirr, AmeriCorps Program Director

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