



POSITION ANNOUNCEMENT

Date of Notice:	July 25 th , 2023	Closing Date:	When filled
Name of Position:	AmeriCorps Assistant Case Managers I&II	Status:	33 hours/week for at least 1 year
Respond to:	Kyna Campbell- Outreach DIC Program Manager 4200 N Holton Suite 400 Milwaukee, WI 53212	Contact:	kcampbell@pathfindersmke.org

Job Purpose and Reporting Structure:

Funded through a grant from the Federal **AmeriCorps** Worker Program administered by the State of Wisconsin, **AmeriCorps** members commit to a year of community service averaging 33 hours per week (minimum of 1,700 hours annually during the grant period of September 1, 2024 through August 31, 2025) and in return receive a living allowance of \$18,700 per year of service (\$758.33 gross per bi weekly pay check), plus an educational award of \$7,395.00 upon successful term completion that can be used for either new advanced education tuition or for re-payment of existing student loans. There will be a \$3,000 bonus throughout the year for fulltime members (amount adjusts based on slot type). Health insurance is available at no cost for **AmeriCorps** members, and childcare benefits assistance is provided to qualifying **AmeriCorps** workers. Extensive pre-service and in-service training opportunities are required and are provided free of charge to participating **AmeriCorps** workers throughout Wisconsin.

Essential Duties and Responsibilities:

- Work cooperatively and effectively with Pathfinders Drop-In Center case managers. Provide individual and small group assistance to youth ages 11-25 seeking resources and basic/immediate services from the Pathfinders Drop-in Center. Facilitate youth seeking assistance with educational and job skills and resources, independent living and prevention skills and resources through small group and one-on-one activities.
- Facilitate MPS families accessing Urban Threads, being trained in donation sorting to prepare Urban Threads for families.
- Input data of services received daily by youth participants and Urban Thread families.
- Provide assistance to housing screening staff on-site and at monthly continuum of care meetings.
- Assist with the completion Orientations of new participants for the Drop-In Center.
- Assist donation team during the week with storing and organizing clothing and hygiene donations for youth participants and referred Urban Threads families.
- Participate in program and agency meetings, trainings, and development opportunities, as necessary.
- Input data of services received daily by youth participants.
- Assist with the completion Orientations of new participants for the Drop-In Center.
- Participate in program and agency meetings, trainings, and development opportunities, as necessary.
- Assist youth with seeking employment opportunities. And with schooling resources.
- Assist donation team during the week with serving youth participants and referred Urban Threads families.
- Other duties may be assigned.

Qualification/Requirements:

- Applicants must be at least 21 years old. Applicant must have a High School degree or its equivalent OR will work to obtain a HS diploma, GED, OR HSED during the term of service AND obtain a HS diploma, GED or HSED prior to using the Education Award AND have not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member.
- At least two years related experience working with youth and families is preferred. Previous experience working within a youth residential setting is a plus.
- Expected to attend weekly staff meetings.
- Excellent communication and interpersonal skills
- Organized, reliable, and able to maintain privileged client information.
- Ability to work effectively within a nontraditional youth shelter setting with a diverse population
- Must commit to the position for the full year from September 1, 2023 through August 31, 2024.

Response

Send a letter of interest and, if possible a current resume, via mail or email to the address noted above. Applications can be downloaded and agency information obtained at www.pathfindersmke.org.

An Equal Opportunity Organization - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.