



MISSION: Catholic Charities serves those most in need. We are a leader at solving poverty, creating opportunity, and advocating for justice in the community.

Volunteer Position Description: Life Skills Support - Employment Navigator

Site & Program Area: Opportunity Center

Site Telephone Number: 612.204.8300

Supervisor Name and Phone Number:

Laura Skubic, Employment Specialist, 612.204.8307

Volunteer Specialist Name and Phone Number:

Brett Zimowicz - 612.204.8360

Position Summary: Help single adults experiencing homelessness to increase their employability, find gainful employment, and strengthen their financial stability.

Requirements for assignment:

Answer the following three questions for volunteers at a DHS site - Exodus, Glenwood, Higher Ground St. Paul, Hope Street, Northside Child Development Center, St. Anthony and St. Joseph’s Home for Children. Use DHS form to clarify definition.

True False Volunteer has direct contact with people served by the program.

True False Volunteer is providing a program service.

True False Volunteer is alone and unsupervised with people served by the program.

If all three statements are true, a DHS background study is required.

Yes	No	Requirement
X		Intellicorp Background check
	X	DHS Background study
	X	Motor Vehicle Report
	X	Online Defensive Driving Training

Yes	No	Requirement
	X	SIDS/Shaken Baby Training
	X	Lifting No More Than 50 lbs Limit
	X	Ladder - 6 foot Standing Limit
	X	Other:

Essential Functions:

- Support clients experiencing homelessness with ongoing development of individualized education and career plans while identifying barriers and their solutions.
- Track progress of plan and supports while facilitating advancement and clients' personal progression.
- Link support services, education/training providers, career and industry information, and employment opportunities.
- Provide support and training one-to-one as well as in small group settings.
- Work collaboratively with “service team” members, such as education providers, social services, industry representatives, and employers.

Qualifications Needed:

- Proficient computer skills (word processing, internet, data entry, e-mail, etc.) with ability to build and edit resume materials.
- Ability to work closely with people of a variety of cultures and backgrounds.
- Patience and adaptability required to respond to varying communication styles and cultural perspectives.
- Ability to develop understanding of challenges associated with populations that experience unique difficulty with obtaining employment such as homeless adults, ex-offenders, people with mental illness, and people with a history of substance abuse.
- Ability to work closely with people who have mental health and/or chemical dependency issues
- Ability to work independently or as a member of a team
- Experience working with persons from diverse racial, ethnic, homeless populations, and/or economic backgrounds.

Training Plan:

- Agency orientation.
- Site-specific training and orientation.

Commitment: 36 hours per week, August 2018 - June 2019

I have read this position description (or had it read to me) and I completely understand all my duties and responsibilities. I am able to perform the essential functions of this position as outlined with or without reasonable accommodation. If I have any questions about the position duties not specified on this description that I am asked to perform, I may discuss them with my immediate supervisor, the manager, or a member of the Volunteer Resources staff.

Volunteer _____

Date _____

Supervisor _____

Date _____

Volunteer Specialist _____

Date _____