

Body of the Job Posting

Company	Santa Maria Community Services/International
Welcome Center	
Name of Position	International Welcome Center Community Outreach worker and VITA Site Support Worker (Fulltime)
Location	Roberts Paideia Academy 1702 Grand Avenue, Cincinnati, OH 45214
Salary (optional)	Stipend of \$18,000 upon successful completion of the service year. Members will be eligible for a \$5,350 education award to pay off existing student loans or return to school.
Status (Full Time/Part Time)	Full time

Description

LISC AmeriCorps Job Description
Santa Maria Community Services
International Welcome Center Community Outreach Worker
and VITA Site Support Worker (Fulltime)

Problem Statement and Goal

Roberts Paideia Academy, a Community Learning Center for grades pre-kindergarten through eighth in the Price Hill neighborhood of Cincinnati, enrolls a large percentage of international students. In addition, there is a growing population of international families living on the Westside of Cincinnati. Many of these families have little or no access to resources to help them acclimate to life in America. Roberts is providing space and other support for the creation of an International Welcome Center in this public school facility. There are currently resources and services available from local organizations, but there is a need for staff to help coordinate these resources in the new school-based Welcome Center and conduct the outreach and organizing activities for the Center.

In addition, the Volunteer Income Tax Assistance (VITA) project in Price Hill has been highly successful in its first three years and has grown to the point where there is a need, during tax season, for a fulltime support worker. For the months of January-March 2011, this AmeriCorps position will be assigned to provide direct staff support to the VITA project.

Objectives of the International Welcome Center

The International Welcome Center will create a safe, supportive place for families on Cincinnati's Westside to come for resources and activities to strengthen their education, health, housing and family life. The principal, staff, and volunteers at Roberts, as well as staff at Santa Maria Community Services, The Women's Connection, and other community organizations, have earned the trust of the immigrant population in Price Hill. These organizations and others will link all families, with particular focus on international families, with resources to strengthen their families and encourage their investment in the community—including homeownership.

Objectives of the VITA Project

Provide free, high quality income tax preparation services for qualified individuals from the Price Hill community. The project e-filed completed tax returns for 325 individuals in 2009 representing nearly \$500,000 in refunds to those individuals. The project is expected to grow significantly in 2011.

Qualifications/Expectations

- Ability to relate to and communicate with diverse populations in a variety of situations
- Excellent organizational skills
- Excellent written and oral communication skills
- Ability to use Microsoft Office software including, specifically, Word and Excel
- Must be bilingual: English & Spanish /cultural competency highly preferred
- Bachelor's degree preferred
- Community organizing and/or related experience preferred
- Must be flexible and willing to work evening and weekend hours.
- Dress code: Business Casual
- Valid Driver's license
- Other personnel code requirements: Confidentiality and adherence to professional boundaries

Job Objectives/Duties

The Community Outreach Worker will assist the International Welcome Center Resource Coordinator to:

- Provide outreach to the international community in Price Hill and on the Westside of Cincinnati.
- Gather information on needed resources through communication with school, community and immigrant populations.
- Make appropriate service referrals and follow up on referrals to see that participants return to the center for further assistance.
- Provide interpretation, translation and assistance in filling out applications as needed by the participants.
- Facilitate communication with and among community organizations and resources.

- Convene representatives of community and school resources, facilitating team meetings on regular basis.
- Prepare and distribute meeting agendas and meeting minutes.
- Monitor and report on activities and outcomes in the Welcome Center.
- Complete free Ohio Benefits Bank training and use those skills to assist families.



- Assist ESL teacher with the classes.
- Provide childcare services during ESL classes when needed.
- Work to recruit, train and supervise ESL and Childcare volunteers.
- Assist the Resource Coordinator with other duties as assigned.

In addition, for the period January-March 2011, the position will provide direct staff support to the Price Hill VITA site with these duties:

- Take the free volunteer income tax preparation training provided by the IRS
- Become a certified tax preparer (preferred)
- Work closely with the leadership of the Price Hill VITA collaborative team
- Handle phone calls and manage the scheduling of all appointments for tax preparation
- Maintain an Excel spreadsheet of the appointment schedule
- Manage the distribution of materials and information to customers related to the free tax preparation program.

For more information, please contact:

Michelle Holubetz, Resource Coordinator
 International Welcome Center
 Santa Maria Community Services
 1702 Grand Avenue, Cincinnati, OH 45214
 513-557-2700 x213 michelleholubetz@gmail.com

Some Things You Should Know About LISC AmeriCorps...

LISC AmeriCorps provides an excellent opportunity for individuals to serve their community while they gain skills in the field of community development. The program also allows CDCs to expand their services or pilot new ones.

Placement Site Supervisors (non-profit partners) and potential LISC AmeriCorps Members should be aware of the following when considering participation:

- Members must be at least 17 years old, US citizens or permanent residents of the United States, and have a high school diploma or GED. Proper documentation will be required. Individuals on a student VISA are not eligible.
- Full-time Members must serve a full 12 month term and within that term complete a minimum of 1,700 hours. Part-time members must serve one of the following terms of service: 900 hours, 450 hours or 300 hours. The number of hours and duration of term for part-time members must follow certain guidelines and must be agreed-upon in advance.

- Attendance at national and local trainings, as well as service projects, is mandatory and an integral part of the program. For Full and Half-time Members this requires travel and will result in approximately five to seven days away from home. Members are responsible for their transportation to and from local trainings and for transportation to and from their home airport for the national trainings.
- Health care benefits are made available to all eligible full-time (1700 hour) members. Members are not eligible if they are covered under another health care plan (i.e. as secondary insurance). Dependents are not eligible for health care benefits.
- Childcare benefits are available to eligible full-time (1700 hour) members. Eligibility is determined by state guidelines and set by an external agency (NACCRRRA).
- All Members who successfully complete their term of service are eligible for an education award. The award can not be redeemed for cash, but only can go towards fees related to education. The award is usually processed within ten to thirty days after the term of service is completed.
- Vacation, sick and personal time are determined by the placement site. Placement site partners should consider AmeriCorps Members as first-year employees in relation to these policies.
- Criminal background checks are required for all Members. A Member who is a registered sex offender or has been convicted of murder can not serve in any AmeriCorps program.
- There are restrictions regarding the number of terms a person can serve in national service programs. For most the maximum number of terms of service is two terms.
- LISC pays close to the maximum living stipend allowed by law to its Members. This stipend cannot be supplemented by additional income from the placement site.