



AmeriCorps Volunteer Job Description

Title

Access United Case Manager

Job Overview

The Access United AmeriCorps Volunteer will have the primary responsible of supporting the Access United Process through the Blue Island-Robbins Neighborhood Network. They will be responsible for supporting the creation and implementation of regular Access United events. They will also be responsible for supporting the candidates and the case managers as they go through the AU process.

Meeting with Community/Agencies

The AmeriCorps member will attend Steering Committee Meetings for the Blue Island-Robbins Neighborhood Network. The AmeriCorps member will also meet with Access United representatives and potential applicants to discuss their next steps and future goals as it relates to the Access United program.

Neighborhood Canvassing

The AmeriCorps member will call individuals who have attended the Access United information sessions, as well as respond to those who are interested in attending an information session and/or taking the pre-test. They will take AU flyers to different organizations and businesses in the community to promote this initiative. They will attend community meetings when necessary, to inform community residents about this opportunity

Working Group Meetings

The AmeriCorps member will attend working group meetings that directly impact the Access United program, and take notes during this meeting. The AmeriCorps will attend BIRCC Financial Health Issue Committee meetings, and participate in regular feedback sessions with the AmeriCorps supervisor.

Brochures/Social Media

The AmeriCorps member will help to create marketing material that will address the different demographics. The AmeriCorps member will post regularly on social media concerning Access United and its opportunities. The AmeriCorps member will be responsible for ensuring that activities and event are captured in both photo and video.

Member Training

The AmeriCorps member will participate in professional and leadership development that is offered through United Way. The AmeriCorps member will participate in professional development offered by BIRCC. The AmeriCorps member will also participate in any on the job training sessions offered that will support the work that they are doing with the Blue Island-Robbins Neighborhood Network and its affiliated partners.

Desired Qualifications

The Access United AmeriCorps volunteer will show a strong interest in and commitment to community organizing and social, economic and racial justice overall. The AmeriCorps volunteer will also show an interest in strengthening workforce development. The AmeriCorps volunteer will have the ability to work in a variety of settings and ability to be both culturally sensitive and appropriate. The AmeriCorps volunteer will have strong organizational skills, including the ability to work independently and manage self-guided projects. The AmeriCorps volunteer will also have basic computer literacy.