

Volunteer Position Description

Position Title:	Employment Specialist
Location:	Family Recovery Support 2010 SE 182 nd Ave. Portland, OR 97233
Goal of Position:	Provide assistance to families in recovery from addiction by supporting job search activities.
Sample Activities:	<ol style="list-style-type: none">1. Research on-line job listings and print out available jobs for client reference.2. Greet clients attending scheduled counseling sessions or using drop-in employment resources.3. Visit potential employment sites in the community and gather materials to expand potential job pool.
Time Commitment:	Shifts are Monday through Friday between the hours of 12 and 8 p.m. Three month minimum commitment.
Qualifications:	<p>Essential:</p> <ul style="list-style-type: none">➤ Basic familiarity with MS Office and comfort performing internet research.➤ Open communication with supervisor regarding attendance, requests, and concerns.➤ Must be 18 or older. <p>Desirable:</p> <ul style="list-style-type: none">➤ Experience in job development or career counseling.➤ Experience with families in recovery from drug and alcohol addiction.

Physical Requirements:

The duties of this position require the ability to stand, walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear. Position also requires close vision, distance vision, and the ability to adjust focus. Occasional lifting and/or moving up to 25 lbs may also be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position functions.

Training & Support:

Orientation to VOA Oregon, Family Recovery Support, and position with ongoing support and feedback as needed.

Benefits:

Become part of a committed, passionate, and expert team providing quality support to children and families making a fresh start. Know that your service is enabling parents to focus on finding a stable, satisfying job. Explore a career in career counseling, social services, or substance abuse recovery.

Supervisor's Contact Details:

Jennifer Benjamin
jbenjamin@voaor.org
503-972-9637

Position description reviewed with _____ on _____

(Volunteer Name)

(Date)

Volunteer Signature

Supervisor Signature