



## **ECDC African Community Center D.C. Metro Refugee AmeriCorps Member Position Announcement**

**Position Title:** Refugee AmeriCorps Special Populations Activities Organizer  
**Service Term:** 12 months: October 2017 to October 2018; Full-time/1700 hours  
**Schedule:** Monday-Friday, 30-40 hours/week  
**Reports to:** PC Case Worker  
**Service Site:** African Community Center: Silver Spring, MD

**About ACC-DC:** The African Community Center of DC Metro (ACC) accepts refugees who have fled persecution in their home countries and have received resettlement in the US. ACC-DC conducts educational and social service programs that help newcomers rebuild their lives in their new communities, navigate US systems and cultures, recover from past trauma, gain personal independence and economic self-sufficiency, and become able, productive, and contributing members of society.

**Program Description:** The Ethiopian Community Development Council, Inc. (ECDC) was established in 1983 as a non-profit organization and is headquartered in Arlington, Virginia. ECDC resettles refugees in 16 affiliate and branch offices throughout the country. ECDC's Refugee AmeriCorps program places ten AmeriCorps members in ten branch offices and affiliates of ECDC across the country to support the work of local agencies in the areas of economic opportunity and education for newly resettled refugees. Each full-time member will receive a living allowance, health insurance, vacation time off, on-the-job and other training, and CNCS's AmeriCorps Education Award of \$5,730 upon successful completion of service.

**Job Summary:** The Refugee AmeriCorps member assists in health related activities for the Preferred Communities (PC) refugee program. The Organizer develops and schedules workshop curricula for the clients which address their specific self-sufficiency and health needs. In addition, the member will help clients complete applications and follow up for affordable housing, caregiver programs, TDAP and SSI. He/she will report details to the PC Case Worker, as well as assist with case file maintenance.

### **Key Responsibilities**

- Support the day-to-day activities related to the refugee PC program.
- Implement workshop components and one-on-one training related to public benefits, seasonal health, nutrition, hygiene, financial health and literacy and/or soft skills training.
- Follow up on free cell phone applications on behalf of clients.
- Complete applications and referrals on behalf of clients for affordable and alternative housing, Temporary Disability Assistance Program (TDAP), disability SSI, and care giver programs.
- Follow-up on applications and referrals to ensure clients receive eligible support.
- Register clients to computer classes and follow up with attendance and progress.
- Connecting clients with their local food pantry to improve food security.
- Provide transportation to clients' medical referral appointments.
- Conduct outreach to increase and strengthen local partnerships related to mental health, social health, and social adjustment.
- Assess activities and progress monthly with the Resource Development Manager.
- Participate in agency-sponsored activities, including assisting with planning public community integration events.
- Coordinates with PC Case Worker for case management and file maintenance.
- Complete and submit AmeriCorps time sheets, activity logs, and monthly reports within established deadlines.

- Wear AmeriCorps gear, symbol or name tag to identify self as an AmeriCorps member always when in service.
- Attend and participate in AmeriCorps trainings, events, meetings, and service projects.
- Complete the minimum number of service hours and trainings required by the position.

**Education, Experience, Knowledge, Skills and Abilities**

- Must be a US citizen, US national, or legal permanent resident.
- High school diploma or currently enrolled in GED program required, college degree a plus.
- Experience organizing and/or leading group activities a plus.
- Ability to engage with refugee populations (despite language barriers) to practice English and complete case work activities.
- Excellent communication skills, orally and written.
- Must be an organized self-starter.
- Knowledgeable about and sensitive to the experiences of senior refugees and immigrants.
- Possess a valid driver’s license and access to own transportation.
- Candidates are subject to National Service Criminal History check as required by AmeriCorps and driving record check.
- Required computer skills: Word, Excel, Internet, Outlook.
- Ability to work evening and weekend hours occasionally.

**Licenses/Certifications:** Must have a driver’s license and good driving record.

**Physical Demands**

- Moderate physical activity, which includes standing, sitting, lifting and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires local travel to meetings.
- Ability to maintain emotional control under stress.

**Contact with Others:** Position involves regular contact with schools, program partners, community leaders, resettlement network affiliates (local, state, and federal government agency employees), private sector organizations, and ACC staff. Must have the ability to establish and maintain positive working relationships.

**Other Information:** All AmeriCorps members are expected to comply with ECDC’s employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect the changing needs of the organization.

**Confidentiality:** All members are required to work in a confidential manner in all aspects of their work.

**How to apply:** Please send resume and cover letter to: [hr@ecdcus.org](mailto:hr@ecdcus.org) with “Refugee AmeriCorps” in the subject line or mail to: ECDC, Human Resources, 901 S. Highland St., Arlington, VA 22204

**No phone calls please.**

Qualified applicants will be contacted for interview.

**ECDC is an equal opportunity employer.**