



ORGANIZATION DESCRIPTION

The mission of Metrocrest Services is to provide programs for individuals, families and seniors that lead to self-sufficiency and foster independence. Metrocrest Services has hosted AmeriCorps Members for a variety of programs since 2017.

These core values guide our day-to-day operations and long-term plans:

- Provide encouragement, hope, and a path to independence delivered with dignity and respect
- Be a rewarding place to work for individuals who are well-trained, experienced, professional and compassionate
- Attract and retain volunteers who are dedicated and committed to serving their neighbors in need

SERVICE DATES

09/1/2020-12/18/2020

APPLICATION DEADLINE

5 pm on August 15, 2020

LOCATION

Metrocrest Services: 13801 Hutton Dr. # 150 Farmers Branch, TX 75234

POSITION DESCRIPTION

The Workforce Development Member will help our program's trained workforce employment counselor's aid individuals, including seniors, who are seeking employment, are currently under employed, and those who need help identifying job opportunities with one-on-one. Programs also include virtual GED, and ESL class supervision.

Primary duties include

- Conducting Client interviews
- Contacting current clients who are looking for work to gather updates on their status. Reporting their findings and potentially updating our client database.
- Contacting clients who are currently enrolled in our GED/Connections/C2C programs to get updates and feedback from the participants. Reporting their findings and potentially updating our client database.
- Assisting with research on behalf of client. I.e. potential job leads and other job search related resources. Could be done as a combination of remote and in person
- Assist with organizing workshops on job search related topics to help clients be better prepared in their job search.
- Reaching out to local businesses to identify and expand our list of potential community partners who may have jobs for our clients. Could be done as a combination of remote and in person
- Assist in management of the WorkIt! Metrocrest Services Facebook page where job leads are posted and updated daily as a remote way for our clients to continue their jobs searches. Could be done as a combination of remote and in person.
- Follow up and confirmation for Competitive Edge tasks
- Record client services
- Other duties as assigned

LIVING ALLOWANCE

During service, members earn a living allowance totaling \$3,000 which equates to approximately \$400 in biweekly pay (pre-tax), upon successful completion of service hours members receive an education award of \$1638.89 directly deposited to their account for school, tuition, or student loan use.

UNIQUE BENEFITS

Our agency is uniquely positioned as one of the few social services agencies in our service area. This means that AmeriCorps Members can see the full breadth of social services assistance. Including but not limited to, Case Management, coordination, logistical planning of programs, and Volunteer Management. We also utilize systems and programs that members would encounter again, should they decide to pursue a career in the Social Services field.

REQUIREMENTS

Applicants must meet all of the following criteria in order to be eligible to apply.

- 17 years old or older
- U.S. Citizen or Permanent Resident (*Deferred Action or Temporary Permanent Resident does not qualify*)
- Commitment to serve the community

APPLICATION PROCESS

Step One: Please click [here](#) to complete an application

Step Two: Send resume, cover letter Volunteer Manager Brittini Coe, at bcoe@metrocrestservices.org no later than 5 pm on Monday, August 10th 2020

To learn more about Metrocrest Services visit our webpage <http://http://www.metrocrestservices.org/index.php>

Interested in learning more about the AmeriCorps Program? Visit their site <https://www.nationalservice.gov/programs/amicorps/join-amicorps>

CONTACT INFORMATION

Brittini Coe, Volunteer Manager of Metrocrest Services

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[www. Metrocrestservices.org](http://www.Metrocrestservices.org)