



VOLUNTEER POSITION DESCRIPTION

PROGRAM: FOCUS / Family Resource Center

POSITION REPORTS TO: Program's Volunteer Supervisor

DESCRIPTION DONE BY: Director of Volunteer & Intern Services

POSITION TITLE: FOCUS/Family Resource Center Volunteer

QUALIFICATIONS (Education and Experience)

- There are no education requirements for volunteers. Sensitivity to the challenges of homeless families, and ability to relate to these service recipients.
- Ability to promote a caring and respectful attitude toward clients, staff and other volunteers, respecting privacy and confidentiality.

JRI seeks to find the best volunteer for an available position. The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities:

- Dress appropriately and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours on the posted form at FOCUS / FRC.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy.

Specific Responsibilities:

You can choose to participate in a variety of activities, including:

- Reading to children (if applicable).
- Providing play activities while parents attend classes (if applicable)

- Assisting with homework (if applicable).
- Facilitating workshops in budgeting, parenting, nutrition, computer skills, resume writing, interview skills, music, arts and crafts (if applicable).
- Assisting with holiday party planning (if applicable).
- Repairs, painting, landscaping (if applicable)
- Be a mentor (if applicable).
- Your ideas are always welcome!

OTHER RELATED RESPONSIBILITIES

All long-term volunteers (performing a total of more than 20 hours of service) at FOCUS / FRC complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, information on JRI's mission, as well as the FOCUS program's place in that mission, including its philosophy, goals and general policies. The OSHA training and Mantoux screening is repeated annually.

Volunteers are encouraged to attend additional training, including First Aid and CPR, This training is our gift to you.

WORKING CONDITIONS

Volunteers provide service at the FOCUS / Family Resource Center shelter:
11 Peck Street; Attleboro, MA 02703

FOCUS Main Office:

275 North Street; New Bedford, MA 02740

Bonnie Paiva, Director

508-990-0972

OTHER:

FOCUS - Families Overcoming Challenges Utilizing Supportive Shelter and Stabilization – our name encompasses the essence of our program. A program of JRI, FOCUS utilizes a collaborative, strength-based approach with the families by applying motivational interviewing and trauma-informed care. FOCUS supports the families' efforts in battling the effects of poverty and homelessness, and by chipping away at the barriers to housing placement. FOCUS is a temporary emergency shelter and stabilization program funded by the Department of Transitional Assistance (DTA).

Once placement is made, stabilization services are put in place to support the family to maintain housing. While at the shelter, each family receives a comprehensive assessment of housing and financial needs. Our professional staff works with each

family individually to assist them with case management, finding daycare, enrolling children in school, and to ensure that all medical and mental health needs are met. Along with these services, our guests are required to also work with a housing coordinator and attend enrichment classes that center on acquiring information on nutrition, personal growth, parenting, and a variety of other resources.

If you have a desire to work with homeless families and would like to gain a better understanding of the effects of homelessness on children and parents, FOCUS provides a wonderful service and learning opportunity.

AGENCY SUMMARY:

Justice Resource Institute is a non-profit 501(c)(3) human services agency. JRI is dedicated to addressing the most confounding challenges of both the human services and educational systems and the persons and families these systems were created to serve. JRI pursues the social justice inherent in opening doors to opportunity and independence. Although our range of services is as varied as those we serve, our approach is uniformly characterized by compassionate support, innovation, and community leadership. We work in partnership with individuals, families, communities and government to address their shared challenges in a comprehensive, coordinated, systematic, and effective manner. JRI seeks new knowledge and improved evidence-based practice, in research and in the field, in order to inform our continuous search for excellence in service.

Contact(s):

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