



Upper Room Mission Employment Opportunity: SUMMER STUDENT OUTREACH WORKER

Applications are now being accepted for Summer Student positions. Term is May to August 2016 (\$13.00/hr x 40 hours a week).

Job Summary:

- ✓ Plan and organize activities for the scheduled summer programming, working alongside the Upper Room Mission Outreach Department.
- ✓ Provide support and care to clients of the Upper Room Mission.
- ✓ Provide assistance to Upper Room Mission staff where required.

Responsibilities:

- ✓ Provide support, resources and referrals to individuals and families that are at risk due to low income; mental illness, a chronic illness; disability; and/or homeless or high risk of becoming homeless.
- ✓ Assist Outreach Department in floor supervision during meal and open floor times.
- ✓ Plan, carry out, and evaluate summer programming, including activities for our women's only drop-in center, Charlotte's Place, indoor/outdoor activities, group and/or individual activities.
- ✓ Establish working relationships with other community health services and support groups such as Primary Care, John Howard Society, Vernon Street Nurse, etc.
- ✓ Provide information or refer individuals to public or private agencies or community services for assistance. Documenting all meetings and referrals for URM records.
- ✓ Attend monthly staff meetings, as well as participate in regular team meetings. Submit month end reports to supervisor.
- ✓ Maintain confidentiality on all information related to the organization's clients and staff.
- ✓ Provide assistance to Upper Room Mission staff where required and requested.

Criteria:

- ✓ Must be full time student studying in a Human Service Related Program, returning to school September 2016.
- ✓ Must be under 30 years of age, as per the Federal Program Requirement.

Submit resume with cover letter to: lisa.anderson@vernonurm.org by 4:00pm Monday, May 16th, 2016

Only applicants selected for an interview will be contacted.

