



Financial Freedom Corps Position Description Artemis Center Empowerment Specialist

General Statement of Duties: In support of the mission of The Ohio Domestic Violence Network, the AmeriCorps Financial Freedom Corps Empowerment Specialist will work with survivors of domestic violence and their families to provide much needed service coordination and educational empowerment.

Service Location: Artemis Center

Direct Supervisor: Annie Duke

Service Dates: November 2nd, 2020- September 30th, 2021

Service Position Type/ Required Minimum Service Hours: FT, 40 hr/wk
(minimum 1700 hours)

General Service Schedule: Recommended schedule: M-F 9am-5pm
Program sites are able to accommodate varying service schedules with their AmeriCorps members as needed. Before schedules are finalized, please review the hours/schedule with the ODVN AmeriCorps Program Coordinator to ensure the AmeriCorps member will have regular and ongoing access to the program supervisor for supervision/direction as well as ensuring the required number of hours is met.

General Member Activities (All AmeriCorps Members):

- Providing direct service and support to survivors working with the program site. ******(Members may not replace or displace program staff positions)
 - Coordinate with program staff as needed to determine and resolve barriers experienced by survivors
 - Help develop safety plans with clients as needed (in conjunction with member service duties.)
 - Provide clients with referrals and resources to partner agencies as requested
 - Assist with the development and facilitation of client programming and/or group facilitation as needed during the course of Member service activities.

- Assist ODVN in gathering data to accurately address community needs and program effectiveness to strengthen prevention efforts.
- Ensure accurate data entry and evaluation of all surveys conducted. Surveys are conducted to evaluate the client's satisfaction with services received, programs offered, and financial knowledge checks.
- Share survey results with program staff and partners
- Engage in program site supervision weekly with the designated site supervisor.
- Comply with all AmeriCorps program guidelines by maintaining service hours, training hours, and service projects as outlined in the AmeriCorps Service Agreement.
- Interact in a positive, professional, and cooperative manner with families, and other program staff; refer appropriate questions or concerns to ODVN AmeriCorps Program Coordinator or Site Supervisor as applicable.
- Attend all required training courses, staff meetings and participate in AmeriCorps service projects.
- Understand and promote the Mission and Vision of The Ohio Domestic Violence Network and **Artemis Center** that values diversity and celebrates the positive aspects of a multicultural society.

Host Site Specific Member Activities

- **Housing Assistance potential activities:**
 - Build relationships with community housing partners, such as private and public landlords and metro housing programs/HUD programs
 - Support survivors in securing housing by educating potential landlords about domestic violence and the barriers it creates for survivors (previous evictions, convictions, abuser tactics, substance use, credit histories, etc.)
 - Assist survivors by creating housing plans allowing them to exit shelter safely and with stable & affordable housing
 - Assist survivors in applying for housing assistance
 1. Refer to available housing assistance programs such ODVN's Relocation & Safety Assistance program, REACH program through Summit/Medina Battered Women's Shelter, local Rapid Re-housing and Permanent Supportive housing programs as applicable and appropriate
- **Youth Empowerment potential activities:**
 - Strengthen and develop youth programming activities
 - Recruit volunteers to assist with existing and future children's programming

- Develop onboarding & training for new volunteers working with youth programming
- Organize and/or provide after school tutoring programs for school aged youth
- Provide respite by planning self-care focused youth activities that focus on breathing & calming techniques
- **Financial Empowerment potential activities:**
 - Work with survivors to create achievable goals around their finances and create plans for debt reduction.
 - Provide education about opening, managing and maintaining savings accounts, checking accounts, budgeting, and financial stability/management

Minimum Qualifications:

- High School Diploma or equivalent
- At least 18 years of age
- Ability to pass criminal background check and possibly additional checks, based on program site
- Working knowledge of Microsoft office software and data entry programs
- Positive and professional written and oral communication skills
- Vested interest in social service & serving community
- Comfortable speaking in front of a group

Preferred Qualifications:

- Bachelor's degree in social work, sociology, or related field
- Experience working with marginalized populations, including but not limited to folks who are: low income, experiencing homelessness, survivors of domestic violence, programs that work with POC (People of Color) or individuals living with disabilities.
- Highly organized and detail oriented
- Experience with public speaking or speaking to groups
- Experience teaching others or facilitating small groups
- Experience with program evaluations
- Fluency in languages in addition to English, such as Spanish or ASL, is helpful but not required.

Member/Program Benefits

- Living Allowance up to \$14,279 a year (for FT member- \$595 biweekly taxable income)
- Education Award up to \$6,195 (for FT member)
- Mileage reimbursement
- Access to member health care (full-time only)
- Access to childcare subsidy (full-time only)

- Begin your journey to become a Registered Advocate- all members will have free access to ODVN's Domestic Violence Advocacy Fundamentals course which checks most of the boxes for Ohio's Registered Advocate certification.
*****please note that AmeriCorps members are prohibited from engaging in political advocacy & lobbying. Registered Advocate is a certified position in Ohio which involves case management and the support of clients in their short-term goals.***
 - Visit [this link](#) to learn more about becoming an RA with OAN (Ohio Advocate Network).
- Get valuable entry level experience in the domestic violence field
- Serve the community and build capacity at your program site to serve others in the future
- Increase positive outcomes for survivors and their families.

I have received a copy of this position description and I understand the expectations of this position.

Member Name (Print)	Member Signature	Date
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AmeriCorps Staff (Print)	AmeriCorps Staff Signature	Date
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AmeriCorps Host Site Supervisor (Print)	AmeriCorps Host Site Supervisor Signature	Date
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